

**VICENTE A. GILOS**

University Librarian

**University Learning Commons in the Library**

Visayas State University – Main Campus

Visca, Baybay City, Leyte

Dear Sir/Madam,

Good day!

I am writing to formally express my interest in the position of **Administrative Assistant I** assigned to the **University Learning Commons in the Library**, as posted. I am a graduate of **Bachelor of Science in Biology, major in Ecology**, and I am eager to begin my professional career in an academic environment that fosters learning, service, and personal growth.

Though I have not yet held a formal position, I am confident that my strong organizational skills, attention to detail, and ability to adapt will allow me to effectively perform the administrative duties required for this role. Throughout my academic years, I have developed valuable skills in documentation, communication, research, and multitasking skills that I believe will contribute positively to the smooth operations of the Learning Commons.

I am also planning to take the Civil Service Examination soon to secure my eligibility for permanent government employment. In the meantime, I am committed to serving with professionalism, integrity, and a strong work ethic.

It would be an honor to be part of a university office that plays a key role in supporting student learning and academic resources. Attached herewith are my résumé and supporting documents for your kind review. I would be grateful for the opportunity to be interviewed and further discuss how I can contribute to your team.

Thank you very much for considering my application.

Sincerely,

**Karmel M. Benitez**