

CLENT ARGIE AMPADO

Purok Kaanduan, Brgy. Tigbao

Matalom, Leyte – 6526

clentargie353@gmail.com

09057631353

12 August 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Visca, Baybay City, Leyte – 6521

Dear Dr. Colis,

I am writing to express my interest in the administrative officer position at Visayas State University – Main Campus. I recently graduated with a Bachelor of Secondary Education major in Social Studies from Visayas State University, and while my formal training has focused on education, I have developed strong organizational, communication, and management skills that I believe make me an ideal candidate for this position.

Throughout my time in the university, I assumed several leadership roles, including managing student organization, planning events, and facilitating interactions between faculty and students. I now have a solid understanding of administrative procedures and the capacity to effectively manage a variety of responsibilities thanks to these experiences. In order to further the institution's objectives, I am excited to put my record-keeping, document management, and office coordinating talents to use.

I would welcome the opportunity to discuss my application further and demonstrate how I can contribute to your team. I am available at your earliest convenience for an interview.

Thank you for considering my application. I look forward to the possibility of contributing to our institution as an administrative officer.

Sincerely,

Clent Argie Ampado