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February 10, 2024

**MARIA ROBERTA S. MIRAFLOR**

Head  
Records and Archives Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am:

Good day!

I am writing to express my strong interest in the Administrative Officer I (Records Officer I) position at your organization, as advertised. With a solid background in auditing and current experience as an encoder, I am confident in my ability to contribute effectively to your team.

In my previous role as a Jobber fund Clerk/Auditor at Onyata Trading Corporation. I honed my skills in meticulous record-keeping, data analysis, and attention to detail. These experiences have equipped me with a keen understanding of financial processes, compliance standards, and organizational efficiency. Moreover, my role required effective communication and collaboration with various teams to ensure accurate stocks - sales reconciling and adherence to regulatory requirements.

Currently, as an encoder at Philippine Postal Corporation, I have further strengthened my organizational and administrative abilities. This role has provided me with a comprehensive understanding of data management systems, proficiency in software applications, and the ability to handle large volumes of information accurately and efficiently. My dedication to maintaining accuracy and confidentiality in data entry has been essential in supporting the smooth operation of daily tasks.

I possess excellent time management skills, a proactive approach to problem-solving, and a commitment to maintaining a high level of professionalism in all aspects of my work. I am adept at handling multiple tasks simultaneously and thrive in fast-paced environments. My adaptability and strong interpersonal skills make me an ideal candidate for the Administrative Officer I position.

Thank you for considering my application. I have attached my personal data sheet for your review, which provides more detailed information about my qualifications and experiences. I would welcome the opportunity to discuss how my skills and enthusiasm can contribute to the success of your team.

I look forward to the possibility of joining your organization. Thank you for your time and consideration.

Sincerely,

  
**ANGELO B. CABABAG**