

**VANESSA JANE F. CAPALAR**



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To :

**06 February 2024**

**MARIA ROBERTA S. MIRAFLOR**  
Head  
Records and Archives Office  
Visayas State University  
Visca, Baybay City, Leyte

I am writing this letter with enthusiasm to apply as a candidate for the position of ADMINISTRATIVE OFFICER (RECORDS OFFICER I) at Records and Archives Office, VSU-Main campus. I am very interested in this role and believe that my educational background and experience can make a valuable contribution to the office.

As a highly organized, adaptable and energetic individual with a bachelor's degree in Agribusiness and previous experience working as a Branch Cashier who was responsible for managing multiple tasks, including catering of customer concerns and complaints, keeping records of all branch transactions, I'm excited by the opportunity to share my knowledge and skills that I've learned in my past job. I've always had an interest in helping others, and I feel that this position will allow me to further develop my professional skills.

I have attached my documents for your reference and consideration and hope to speak with you soon to discuss my qualification in further detail.

Yours faithfully,

  
**VANESSA JANE F. CAPALAR**