

**MARY ROSE A. ABUEVA**

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**MARLON G. BURLAS**

Director

Physical Plant Office

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Burlas,

I am writing to express my interest in the Administrative Officer IV position at Visayas State University, Physical Plant Office. I successfully completed my degree of Bachelor of Science in Electronics Engineering at Eastern Visayas State University (EVSU) in Tacloban City. I am a holder of a Career Service Professional Eligibility from Civil Service Commission.

I volunteered to work as a Social Media Manager for almost 10 months to help a local business, providing my services for free. I have developed a strong interpersonal skills and working collaboratively to achieve common goals to exceed customer expectations.

I also have experience in administrative services through my Internship at RMN-iFM Tacloban.

The education, training, webinars and experience I gained from school and my previous work made me competent enough to apply for the said position.

I am highly motivated, adaptable, and I am confident that my skills, experience, and passion for public service make me a valuable asset to Visayas State University .

Thank you for considering my application. I look forward to hear from you soon. Attached herewith are my fully accomplished Personal Data Sheet and other related documents for your review.

Respectfully,

Mary Rose Abueva