

Lyn A. Ang
Brgy. 99, Dilit
Tacloban City 6500
anglyn17@gmail.com
+639456039568

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MARLON G. BURLAS
Director
Physical Plant Office
Visayas State University
Visca, Baybay City, Leyte

Good day, Sir!

I am writing to inform you that I am interested in the Administrative Officer I position at Visayas State University Plantilla item no. ADOF1-53-2023, as advertised. During my academic tenure, I developed a solid foundation in administrative tasks, organizational management, and effective communication. My coursework equipped me with proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint, which I believe will be valuable in maintaining efficient office operations.

Despite being new to this position, I am very driven and excited to advance my abilities in a work environment. In past roles, I obtained experience in customer service and office tasks such as scheduling, communication, and data entry. These experiences have instilled in me a dedication to maintaining a positive and collaborative work environment. Despite the fact that I have little administrative experience, I have always received recognition for my capacity for quick learning, environment adaptation, and teamwork. I am confident that my positive attitude and eagerness to contribute will help me flourish in this position.

I'm thrilled about the chance to advance my career while helping your team however I can. In order to make sure that every office operation runs smoothly and effectively, I aim to handle every assignment I take on with initiative, friendliness, and attention to detail.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and enthusiasm can contribute to the continued success of your team. I look forward to hearing from you to arrange an interview at your earliest convenience.

Best Regards,


LYN A. ANG