

Application Letter

Position: Administrative Assistant

Cerilo V Soria

Brgy. Gabas Baybay City Leyte

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Dear Ma'am/Sir,

I am writing to express my interest in the Administrative Assistant position at Visayas State University, as advertised. With a Bachelor's degree from Visayas State University and extensive experience in both supervisory roles and warehouse custodianship, I am excited about the opportunity to contribute to the administrative operations of the university.

During my time as Site Supervisor, I developed a strong foundation in supervisory responsibilities, overseeing teams and ensuring efficient workflow. I effectively managed staff schedules, delegated tasks, and provided guidance to ensure the smooth operation of daily activities. These experiences have equipped me with the leadership skills necessary to excel in a supervisory capacity at Visayas State University.

Furthermore, my experience as a warehouse custodian has honed my skills in maintaining the integrity of inventory, ensuring compliance with safety regulations, and optimizing operational efficiency. My attention to detail and systematic approach have consistently resulted in well-organized warehouses and streamlined processes. My commitment to maintaining high levels of accuracy and integrity aligns with the values upheld by Visayas State University.

Having obtained my Bachelor's degree from Visayas State University, I am deeply familiar with the institution's culture, values, and commitment to excellence. I am eager to leverage my educational background and professional experience to support the university's administrative operations and contribute to its continued success.

I hoping you would consider this application.

Sincerely,

Cerilo V. Soria