

February 9, 2024

Ms. Maria Roberta S. Miraflor
Head, Records and Archives Office
VSU, Baybay City, Leyte

Dear Ms. Miraflor,

I would like to express my sincere interest in applying for the position of Administrative Officer 1 (Records Officer I) in your office.

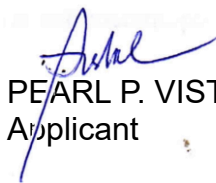
I am Career Service-Professional eligible, have graduated master's degree in animal science. Since I started working here at VSU for almost 16 years, I worked as an administrative aide in three different academic departments, namely, the Department of Teacher Education, the Department of Forest Science, and currently the Department of Food Science and Technology.

Ever since I started working here in the university, aside from being the support staff of the faculty and students in the department, I have also become acquainted with the different evaluations and accreditations the VSU has undergone which gave me the opportunity to learn record-keeping and document control as I am also the department's document record controller. Moreover, over the years I participated various seminars and workshops which is relevant to the job I applied for.

As such, I am a highly organized and motivated individual. I have excellent communication and interpersonal skills, which allow me to work collaboratively with others. I have a strong work ethic and am comfortable working independently or as part of a team. I am confident that my qualifications and experience make me an ideal candidate for the position. I would be very grateful for a chance to prove myself, and I look forward to hearing from you to discuss my application further.

Thank you very much.

Sincerely,


PEARL P. VISTAL
Applicant