

Mervyn P. Loreto

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September 27, 2024

VIVIAN V. BALBARINO

Head

Supply and Property Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Balbarino,

I am writing to express my keen interest in the ADMINISTRATIVE ASSISTANT II position at the Supply and Property Office. With 7 years of experience in Development Communication, Research and Extension and Administrative Works in the Office of the University/Board Secretary, I am confident that my skills and qualifications align perfectly with the requirements outlined.

Being a Devcom graduate and now a candidate at a Master's Degree in Tropical Ecology, I am a highly analytical and detail-oriented individual with excellent problem-solving and communication skills. I am adept at working independently and as part of a team, effectively collaborating with stakeholders at all levels. I am also a strong advocate for transparency and accountability, and I am committed to upholding the highest ethical standards.

My passion for higher education, coupled with my dedication to financial accountability, makes me an ideal candidate for this position. I am confident that I can contribute significantly to the continued success of the Supply and Property Office by ensuring efficient and ethical financial management practices.

For your consideration, I have attached my curriculum vitae, which further details my qualifications and experience. I am available for an interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Mervyn P. Loreto