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ROTACIO S. GRAVOSO

Director
Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

I hope this letter finds you in good health and high spirits. I am writing this letter to express my keen interest in applying for the Administrative Officer II position, job code QFYNMG at Visayas State University. I am passionate about contributing my skills and knowledge, and eager to grow professionally and personally.

I graduated Bachelor of Science in Economics, majoring in Business Economics at Visayas State University as cum laude, and render 3 months as Negosyo Center Business Counselor. Throughout my academe and employment journey, I have demonstrated a strong commitment to learning and have gained a strong foundation. My theoretical knowledge, practical experience, and positive work attitude have prepared me for any challenges and responsibilities as a young professional. Furthermore, I actively engaged myself in extracurricular activities before and assumed leadership positions within student organizations that further strengthened and equipped me as a team player with valuable skills for a professional environment, most especially that my experience in DTI molded me more to be of service to the public as I have experience as a DTI-SLPO intern before and as a current Business Counselor in NC Danao City, Sogod and Tabogon.

I would be grateful for the opportunity to discuss my application and elaborate on how my skills and background align with the role's requirements. I am available at your convenience for an interview or any further steps in the hiring process.

Thank you for considering my application.

Sincerely,


Rio Rosa B. Sabando