

Jessa Mae V. Flores

Patoc Dagami, Leyte

flores.jessamae01@gmail.com

09924680130

The Hiring Committee

Visayas State University

Baybay City, Leyte

Dear Sir/Madam,

Good day!

I have learned through your official website that your office is accepting applications for the position of Administrative Officer V (Management and Audit Analyst III). I am writing to express my sincere interest in applying for the said position.

I am a Licensed Professional Teacher and a graduate of Bachelor of Elementary Education from Leyte Normal University. I have also earned 21 units in Master of Education major in Special Education at the same university from August 2023 to May 2025. My professional background as a Learning Support Aide and Substitute Teacher has provided me with experience in documentation, data management, and report preparation—skills that are valuable in administrative and audit-related functions.

Although I may have limited experience in management and audit work, I am eager and willing to learn. I am confident that with proper guidance and training, I can quickly adapt to the role and perform my duties efficiently. I am a fast learner, organized, and dedicated to providing quality service while maintaining professionalism and accuracy in all assigned tasks.

I am proficient in Microsoft Office applications, capable of managing data and reports, and committed to upholding transparency and accountability in administrative work. I believe these qualities align well with the core responsibilities of a Management and Audit Analyst.

I would be grateful for the opportunity to contribute to your team and further develop my skills as a public servant. Thank you very much for your time and consideration.

Respectfully yours,

Jessa Mae V. Flores