

October 29, 2024

JOLINA D. ESPERA

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HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay Cit, Leyte
jobs.vsu.edu.ph

Ma'am;

I am writing to you to express my interest in applying for **Administrative Officer III (Records Officer II)** position with **Plantilla Item No. ADOF3-21-2004**. I graduated at Eastern Visayas State University - Tacloban with a degree of Bachelor of Science in Entrepreneurship. I believe that this degree has prepared me to any position that I'll fit in.

I have strong knowledge of various principles backed by experience I have gained in the last few years doing various jobs in and outside the administrative field. I'm currently rendering my few days as School Registrar at ABE International College and Business Economics-Tacloban Branch handling the ABE Enrolment System which includes inputting and validation of grades, processing the Transcript of Records of the students, CHED reports and a few more office-related tasks. Before becoming the School Registrar I have been the School Cashier for more than a year at ABE-ICBE. In addition, I also have experiences as telemarketer and Sales Representative and as Data Encoder during my work immersion.

I am certain that my experience and skills as an Administrative Assistant/Clerk for over 6 years would make me a great candidate and would fit for this position as well as a great asset to your administration. Attached herewith are the following requirements for your reference:

- Notarized Personal Data Sheet
- Worksheet Experience Sheet
- Certificate of Eligibility
- Certificate Performance Rating
- Transcript of Records
- Certificate of Trainings
- Certificate of Employment

Please give me a call at the number above or send me an email to schedule an interview at your convenience. I appreciate your consideration and look forward to hearing from you.

Sincerely,


JOLINA D. ESPERA
Applicant