

Ivy Grace S. Liscabo  
Diversion Rd., Brgy. Kaglawaan Jaro, Leyte  
0915-466-8363  
[ivygraceliscabo@gmail.com](mailto:ivygraceliscabo@gmail.com)

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HONEY SOFIA V. COLIS  
Director, HRMO  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Ma'am,

Good day! Having read through your job posting in the Civil Service Commission job opportunities portal, I am writing to express my strong interest in applying for the position of **Administrative Officer I - (SG 10) ADOF1-55-2023** in **Visayas State University (VSU MAIN)**. I am thrilled to be applying for this position as this would be a great opportunity in starting my career in the government sector.

I have obtained my bachelor's degree in Industrial Engineering at Eastern Visayas State University Tacloban City. As an Industrial Engineering graduate during my studies, I developed a strong foundation in organizational skills, attention to detail, and time management. Through various projects and academic activities, I have honed my ability to prioritize tasks, handle multiple responsibilities, and maintain a high level of accuracy. The opportunity to work for VSU is truly exciting to me, as I have long admired the organization's commitment to innovation and excellence. I hope to bring my knowledge, skills, and commitment to excellence into your good office.

Currently, I am in charge of the daily operation of our micro retail business. My main roles are; to maintain the efficient records of stock inventory levels ensuring the sufficient weekly products replenishment, I also served customers – answering inquiries and managing payment. I audit the income and expenses through daily reconciliation and collection of credit payments. Through this work exposure I was able to further honed the skills I learned during my studies and develop new skills.

I may not have any professional work experience; however, I am confident that I can still perform the job efficiently and effectively. I would love to have the opportunity to join your team and utilize my skills and knowledge. I believe that my positive attitude, commitment to excellence, and willingness to learn would make me a great and valuable addition to your team. I am eager to learn and grow professionally within the organization.

Enclosed with this email are the attached documents required for the application. Thank you for taking the time in reviewing my credentials. I look forward to speaking more with you about my application. Feel free to contact me anytime.

Sincerely,  
Ivy Grace S. Liscabo