

April 4, 2025

MARIA ROBERTA S. MIRAFLOR

Head

Records Management and Archives

Visayas State University

Visca, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS

Director, Human Resource Management Office

Dear **Ms. Mirafior**,

I hope this letter finds you well. I am writing to express my sincere interest in the Administrative Aide VI position (Clerk III) that has recently become available within your esteemed office. My name is Carmi M. Sukanob, and I am a 27-year-old resident of Barangay Pangasugan, Baybay City.

In 2018, I completed my undergraduate studies at Visayas State University, earning a Bachelor of Science in Food Science and Technology. Over the past few years, I have gained valuable professional experience in various fields. From 2018 to 2019, I worked as the Quality Control Officer at Red Ribbon Commissary in Mandaue City, Cebu. I then transitioned to a role as a Science Research Assistant at the Department of Food Science and Technology, further honing my skills and expertise in the field. Currently, I am employed as an Administrative Aide/DRC at the Quality Assurance Center under the supervision of Dr. Joel Rey U. Acob.

Additionally, I am proud to share that I passed the Civil Service Examination (Professional Level) on August 20, 2023. This achievement reflects my commitment to personal and professional growth, and I am eager to apply my skills and knowledge in a new and meaningful capacity.

I am highly motivated to contribute my services to Records and Archives Office, not only because of my passion for the work but also due to my personal connection to the institution—my father, Mr. Carlito O. Sukanob, is currently an Administrative Aide VI in the Department of Economics.

If you have any questions or require further details about my qualifications, I am available for contact via phone at +639633763281 or via email at carmi.sukanob@vsu.edu.ph. I would be honored to discuss how my skills and experiences align with the requirements of the position.

Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Sincerely yours,



CARMI M. SUGANOB

Applicant