

June 11, 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University – Main Campus

Baybay City, Leyte

Dear **Ma'am**:

Good day!

I am writing this letter attached with my Personal Data Sheet (PDS) and other pertinent documents in the hopes of being considered as an **Administrative Assistant I (Warehouse Inspector)** in your prestigious department with the Plantilla Item No.: **ADAS1-88-2023** designated at VSU Main (Procurement Office).

I have graduated from the University of the Philippines Visayas Tacloban College (UPVTC), where I have earned a Bachelor of Science in Management (BSM) degree. Presently, I am taking up my Master in Management (MM) degree at the Leyte Normal University (LNU). More importantly, I am a **Civil Service Exam (Professional Level) passer**, have a **National Competency Level III in Bookkeeping**, and a **computer literate**, with significant skills in **Microsoft Word, Excel, PowerPoint, Canva, and Adobe Photoshop**.

In addition, **I am currently working as an Administrative Aide IV (Clerk II) at Department of Social Welfare and Development Field Office VIII under Administrative Division – Procurement Section**. Furthermore, I went through lots of work experience from my last job as a Junior Research Consultant at LINKED Consultancy Group, Inc. and from my On-the-Job Training (OJT) as an Intern at B612 Design Innovation Labs, Inc. (LimitlessLab). Most importantly, I was able to effectively and efficiently accomplish all the tasks and responsibilities assigned to me.

If given the opportunity to work in your good office, I can assure you of my honesty, dedication, and sincerity to fulfill my duties. Most importantly, I am very much interested and incentivized to work where I could share my experience and knowledge, as well as to meet and work with a wide range of people. I am sure that this is the career path that will hone me to develop and enrich my capabilities and potentials tangibly and positively.

Thank you for your time and consideration. You can reach me through my cell phone number: **(+63)917-375-7049 (Globe) / (+63)929-880-5817 (Smart)** or at my email: rldacuno@up.edu.ph

Thank you so much.

Respectfully yours,


RYAN KEN LELIS DACUNO

(Applicant)

Encl.

PDS

Work Experience Sheet

Authenticated True Copy of Certificate of Eligibility

Bookkeeping NCIII Certificate

Authenticated School Credentials (Authenticated True Copy of Grades and Certificate of Graduation)

Online Courses and Trainings Certificates