

August 26, 2024

MARISEL A. LEORNA
Director
National Coconut Research Center-Visayas
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Peace and all good!

I am Rosemarie C. Plazo, would like to express my strong interest in the Administrative Assistant position at National Coconut Research Center-Visayas. Although I am a recent graduate with no professional experience in this role, I am confident in my ability to contribute to your team and provide exceptional administrative support.

I am 23 years old, residing at Sitio Naga Zone 1 Baybay City, Leyte. I graduated as cum laude at Visayas State University-Main Campus with a degree in Secondary Education Major in Social Studies, and recently passed the March 2024 Licensure Examination for Professional Teachers.

During my studies, I developed a strong foundation in organizational skills, attention to detail, and time management. Through various coursework and projects, I have honed my ability to prioritize tasks, handle multiple responsibilities simultaneously, and maintain a high level of accuracy. I am confident that these skills, combined with my strong work ethic and dedication to excellence, make me a great fit for the Administrative Assistant role at National Coconut Research Center-Visayas.

Enclosed is my application letter, resume, certificate of passing, certificate of rating and TOR, which provides additional details regarding my professional background and accomplishments.

Respectfully yours,

ROSEMARIE C. PLAZO
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Applicant