

JERIMI ANN B. SATUITA

Development Communication

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Supply and Property Office

Visayas State University

Visca, Baybay City Leyte

Administrative Officer I (Supply Officer I)

Dear Ma'am/Sir,

I'm writing to express my interest in the administrative officer I position that you are offering. Reading the employment application inspired my interest and enthusiasm. I'm also open to any position for which I might be qualified. As an experienced professional, I think I have the credentials and abilities to be a valuable member of your team.

My career history includes as a student intern in Agricultural Training Institute Regional Training Center-8 when I was still studying in Visayas State University. On the same year, I have work as an emergency staff in one of Law Firm in Baybay City, Leyte ; Jervoso Law Office. To note that after I graduated last year until February 11, 2024, I worked as a credits and collection associate in one of the most successful direct selling company nationwide; Personal Collection Direct Selling Inc. I am confident that these experiences have given me the necessary skills that your team is looking for. I am detailed-oriented, motivated and organized professional who is capable of managing multiple tasks at once. My communication skills and interpersonal skills are of its advantage as I am comfortable working in a team environment.

I am excited about the prospect of joining your team and I am confident that I have the skills and experience to contribute to the success of your company. I would be happy to provide additional information and discuss my qualifications further during an interview.

Thank you for your time and consideration.

Sincerely,

JERIMI ANN B. SATUITA