

ANDRELYN C. REPOSAR

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December 06, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay Leyte

Dear Ma'am,

This letter is to express my strong desire to apply for the position of Administrative Officer I (Cashier I) with Plantilla Item No. ADOF1-30-2004 as advertised in Civil Service Commission website. I am very much interested to engage and work in government and public services.

I completed my bachelor's degree in Eastern Visayas State University (EVSU-Main Campus) major in Economics last June 2019. I took Civil Service Examination-Professional last March 2023 and fortunately passed it.


I previously worked at Eight Under Par, Inc.- Palawan Pawnshop & Palawan Express Pera Padala for almost five years assigned in different branches in Northern Leyte Area as Branch Assistant.

It contributed on molding my ethical behavior, honed my skills in managing and handling work, customer and the environment. It also sharpened my sense of adaptability, ability in time management and multi-tasking, being meticulous and attentive in every detail, and the ability to be discreet when communicating in various people of any platform.

I believe that my acquired experiences and skills in my previous job would make me fit for the position. I also believe that this position will give me more opportunities, knowledge and skills that will contribute to the institution's growth.

Thank You for your consideration and I hope to hear from you regarding the opportunity.

Have a good day ahead.

Sincerely, 
Andrelyn C. Reposar