

April 18, 2023

**REYNA MAY I. MINGAO**

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**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte

Dear Ma'am:

I am writing this to express my interest in applying for the position of **Administrative Officer I** at the VSU Main Campus. The prospect of joining your staff in this position would be a welcome and exciting challenge.


I earned my Bachelor's degree in Agribusiness at the Visayas State University-Main Campus. I am a licensed Agriculturist and currently working at **LANBANK Southern Leyte Lending Center**.

Over the past two years, working with a prestigious institution, I have engaged my knowledge in relation to Agricultural Business. I was assigned as an Account Assistant Management. And this involved, communicating with client to better understand their financial needs, managing basic office administrative tasks including filing printing, reporting, and emailing. Through this experience, I have demonstrated to work and socialize people in different industries.

For additional details regarding my qualification and expertise, please review my attached Comprehensive Resume and Personal Data Sheet.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Respectfully yours,

  
**REYNA MAY I. MINGAO**  
Applicant