

March 18, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ms. / Mrs. Colis:

Good day!

Please accept this letter expressing my sincere interest in the position of Administrative Assistant I (Computer Operator I) for VSU Main (Procurement Office) under plantilla item number ADASI-88-2023. I graduated Bachelor of Science in Accountancy from Saint Paul School of Professional Studies. This school of higher learning honed my professional traits and abilities to make sure I could compete in a range of fields.

I am fit for this job because I am hardworking, a quick learner, dedicated, trustworthy, computer literate and knowledgeable in Microsoft Office. I am also a TESDA NC III Bookkeeping passer, National Institute of Accounting Technician Certified bookkeeper and Career Service Professional eligible.

Additionally, I worked as a processor and documentor in the Department of Agrarian Reform under the Support to Parcelization of Lands for Individual Titling (SPLIT) project. In the said position, I was responsible for preparing the parcelization forms, validating agrarian beneficiaries, creating modified forms, monitoring office supplies, completing the agrarian land distribution folder, compiling payroll documents and monitoring office supplies.

Furthermore, way back in college, I work as a student assistant in our school. For approximately 4 years, I was assigned to the Office of Student Affairs and was responsible for various administrative tasks.

Rest assured, I will offer my abilities, service and determination to be one of the assets in your workplace. Moreover, I am open and eager to learn and adhere to your office standards and policies as well. Thank you for accommodating my application. I am hoping for your favorable feedback. God bless your office.

Respectfully yours,



Judy Ann M. Campo
Applicant



Edit with WPS Office