

October 30, 2024

Dr. Prose Ivy G. Yepes

President

Visayas State University

Baybay City, Leyte

Dear Dr. Yepes,

I am Judah Marie M. Torejas, a fresh graduate with a Bachelor of Arts in English Language Studies degree from Visayas State University-Main Campus, Visca, Baybay City, Leyte. I am eager to start the growth of my professional career at my alma matter – our dearest VSU.

I'm applying for the Administrative Officer II Position at the Accounting Office. I believe I have the right set of skills for the position. I am proficient in English; I had units in Accounting to which I received a grade of 1.25, I was a Sangguniang Kabataan Secretary from 2018-2023, and currently, a Sangguniang Kabataan Chairperson and Public Relations Officer where I experienced handling financial transactions, make payrolls, administer payouts, procured office equipment, and created an annual budget plan for a city year. As a youth leader, I have honed my professionalism and established my integrity through public service. I have an experience delivering effective tasks and services with full transparency to my constituents – an experience that I believe will be useful for the Administrative Officer II position at the Accounting Office.

One of my primary goals after I graduated aside from proceeding to get a law degree is to land an administrative assistant job. I believe it is a good start-up to one's professional career as it is where one learns how an administration works. Visayas State University has been my home for the past five years. It is where I had honed my skills and it is where I want to apply those skills and learn more beyond what I know at the moment. I want to be a part of the university's continuous goal to be globally competitive and I plan to grow as a professional inside it.

Thank you for considering my application. I look forward to hear from you.

Respectfully,



Judah Marie M. Torejas

Job Applicant