

RICHIE MARK PATOLILIC GONZALES

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January 19, 2023

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Baybay City, Leyte

Dear **HONEY SOFIA V. COLIS**,

I have written this letter to convey my deep interest in the vacant position of **Administrative Officer (Management and Audit Analyst I)** at the **Quality Assurance Center** in **Visayas State University – Main Campus**. As a Viscan, I am eager to contribute to the vital work of my beloved VSU. I am willing to commit continuous improvement in order to better serve VSU learners and stakeholders.

I am currently working as a Laboratory Aide in Visayas State University for a year. Within the time I spent working in VSU, I believe I gained the essential experience and skills for the vacant position. As a Laboratory aide, I am responsible for;

- Preparing laboratory equipment and supplies,
- Performing basic laboratory tests and procedures under the supervision of a laboratory-in-Charge and Instructors,
- Maintaining laboratory records and inventory, including keeping track of supplies and equipment, and ensuring that records are accurate and up-to-date.
- Delivers documents, written and verbal messages, and other items to other Departments and Offices

I have developed a skill set through experience which includes;

- Computer Literacy
- MS Office (Word, Excel, Powerpoint)
- Research
- Writing

I am also a **CSE-PPT Prof Passer with a rating of 85.63**.

Thank you for reading my application. I look forward to the possibility of contributing my skills to **Quality Assurance Center**. Please feel free to contact me to arrange an interview or to provide any additional information you may require.

Sincerely,

RICHIE MARK