

**Anarose B. Romo**

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January 29, 2024

**ROTACIO S. GRAVOSO**

Director

Quality Assurance Center

Visayas State University

Visca, Baybay City, Leyte

Good day Sir Gravoso!

I am Anarose B. Romo, 23 years of age, residing at Brgy. Gakat Baybay City, Leyte. I would like to extend my great interest in applying for the Administrative Officer II position at Quality Assurance Center. I graduated with a bachelor's degree in Agribusiness from the Visayas State University last August 2022, as a Cum Laude.

Currently, I am working under the supervision of the Customer Feedback Officer at Quality Assurance Center here in VSU. I am tasked to collect, analyze, and generate reports based on the data/ratings and comments I gathered from the survey forms of every offices. This experience has strengthened my belief in the significance of feedback for enhancing service quality and customer satisfaction. I am confident that my strong analytical and communication skills, proficiency with Microsoft Office, and prior part-time employment experiences have equipped me with the work ethic, patience, and values necessary to function and be effective as I play this essential role. My family and my aspirations in life have greatly motivated me to aim for this higher position

My family and my aspirations in life have greatly motivated me to aim for this higher position. I am looking forward to hearing from you regarding this letter. Rest assured that I am willing to be trained and open-minded to learning more skills and values from the people that I will be working with in the future. Thank you and God Bless!

Sincerely yours,



Anarose B. Romo