

August 31, 2025

VSU HRIS

Visayas State University

Dear Mr. & Ms.

Mabuhay!

I am writing to express my sincere interest in applying for a position at Root Crops Research & Training Center With my educational background in Tourism Management Major in Marketing and Tourism Promotions and my experience in Data entry and record management, Ability to work under pressure, Knowledge in handling guest complaints, Customer engagements and willingness to learn I believe I can contribute positively to your team.

Throughout my academic and professional journey, I have developed skills in customer service, communication, problem-solving, sales, hospitality, which I believe align well with the needs of your company. I am confident that my dedication, adaptability, and strong work ethic will allow me to perform effectively and contribute to achieving the organization's goals.

I am very eager to become part of Administrative Aide III and I look forward to the opportunity to demonstrate how my qualifications fit your requirements. I am hopeful to discuss my application with you in more detail at your most convenient time.

Thank you very much for considering my application. I look forward to your favorable response.

Sincerely,

Reinalyn Tatlong Maria Roa