

February 6, 2024

Bernadeth N. Nove

MacArthur, Leyte

novebrndth19@gmail.com

09356204226

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

RE: APPLICATION FOR ADMINISTRATIVE OFFICER I POSITION

Dear Ms. Colis:

I am a fresh graduate with excellent academic records and I am interested to apply as an administrative officer 1. I believe that I am qualified enough to render quality service and I am particularly interested in pursuing a long-term career in your agency.

I have just achieved my Bachelor's degree in Office Administration at Eastern Visayas State University last July 2023 and passed the Civil Service Examination Professional Level last August 20, 2023.

Although I don't have any experience of working, I can assure you that I am competent enough to suffice the needed skills and abilities for the said position.

I am a very organized individual with good interpersonal, management and communication skills that can add a boost to the agency's welfare and I am willing to participate in any workshops and seminars for me to become more effective and efficient. Attached are my other documents for your review.

It is my sincere hope that we will meet for an interview to discuss any questions you may have and a future for me. Of course, I can be contacted at all times on the details provided above.

Thank you for your time and consideration.

BERNADETH N. NOVE

Applicant