

February 8, 2024

Ms. Maria Roberta S. Miraflor

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Miraflor,

I am writing to express my keen interest in the Records Officer III position advertised on VSU HRIS. As a graduate with a Bachelor of Science in Development Communication (majoring in Development Journalism) and experience in research and editorial work, I believe I possess the necessary skills and dedication to perform this role.

For the past four years, I have honed my organizational, research, and communication skills through various experiences. From April 2018 to December 2021, I worked as a Science Research Assistant in the Department of Development Communication, where I developed meticulous attention to detail while collecting data and assisting with projects and data management. Building upon this foundation, I transitioned to an Education Research Assistant position in the Graduate School in March 2022.

In my current role, I have gained valuable experience I find directly relevant to the Records Officer III position. I am responsible for managing publications like the GradNewsLine and the Science and Humanities Journal, which involves meticulous recordkeeping, document organization, and adherence to specific protocols. As an Editorial Assistant for the Science and Humanities Journal, I further developed my understanding of document formatting, editing, and ensuring compliance with publication standards.

Furthermore, I possess strong computer skills, proficiency in MS Office Suite and vector graphics softwares, and the ability to learn new software quickly. I am a highly motivated and detail-oriented individual with excellent communication and interpersonal skills, allowing me to effectively collaborate with colleagues and stakeholders. I am confident that I can seamlessly integrate into your team and contribute positively to the efficient management and organization of your records system.

My passion for accuracy, efficiency, and organization, coupled with my relevant experience and strong work ethic, make me a strong candidate for this position. I am eager to learn more about your specific requirements and discuss how my skills and qualifications can benefit your organization.

Thank you for your time and consideration.

Sincerely,

Claudette Garduce