

February 1, 2024

DR. DANIEL LESLIE S. TAN

OIC-President

Visayas State University

Visca, Baybay City, Leyte

SIR:

Greetings!

I am writing to apply for the vacant position of Administrative Officer II (Management and Audit Analyst I) at the Quality Assurance Center as advertised in your website. I have more than 3 years of administrative assistant experience and am looking forward to working with a growth-oriented organization which values work-life balance, diversity, inclusivity, and excellence.

I am a graduate of Bachelor of Science in Agribusiness, grantee of Honor Graduate Eligibility, and current Administrative Assistant II of DepEd Biliran Division. The vacant position is very appealing to me as it is relevant to my work experience providing secretariat support to the Head of the Administrative Unit. I am well-versed in filing and retrieving records/documents, drafting correspondence (i.e. memoranda, indorsements, and communication letters), updating database of personnel, encoding data in the system, verifying the correctness and completeness of documents, and processing employees' requests. I also coordinate with colleagues regarding office activities and assist in a variety of ad hoc computer-related tasks (Word, Excel, & Powerpoint). All of these had provided me with an improved organizational, multi-tasking, attention to detail, and communication skills.

I understand that there may be tasks that would require skills that I don't have yet, but I believe that I am a fast learner and would be able to quickly learn new skills and leverage existing ones with proper training. I yearn to develop both personally and professionally to contribute meaningfully to a skilled team who fosters respect, honesty, collaboration, and commitment.

Thank you very much for taking your time to read. Should you be interested to have a further discussion with me, please reach me through my cellphone number: 09606678672 or my e-mail address: christinepogoy3@gmail.com.

Have a good day!

Sincerely,



Christine M. Pogoy
Applicant