

Melyn C. Puebla
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09072920084
September 21, 2024

SUPPLY AND PROPERTY OFFICE
Visayas State University
Visca, Baybay City, Leyte, Philippines, 6521

Dear Ma'am/Sir:

I am writing to express my interest in the Administrative Officer 1 position (Supply Officer 1) at the Supply and Property Office, as posted in VSU Job Listing Site. With my strong background in administrative support and my commitment to efficiency and organization, I am confident in my ability to contribute effectively to your team.

In my previous role at AMA COMPUTER COLLEGE-CEBU CAMPUS as Admin Coordinator Cum Registrar, I developed skills in managing office operations, processing paper works, processing Business Permit renewal, handling correspondence, and providing exceptional support to senior staff. I am adept at using various office software, managing schedules, and maintaining accurate records. My attention to detail and problem-solving abilities have consistently helped streamline processes and improve overall office productivity.

I am excited about the opportunity to bring my experience and skills to your team and support your administrative functions.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your organization. I can be reached at 09072920084 or via email at melynpuebla0528@gmail.com to schedule an interview.

Sincerely,

MELYN C. PUEBLA