

February 14, 2024

LINDA N. MARISCAL

Registrar IV

Head of University Registrar Office

Dear Sir,

PEACE AND ALL GOOD!

With great willingness am applying for the position of **Administrative Officer I**. I believe my educational background, set-skill and learning experience makes me suitable candidate for the role.

I am highly organized individual passionate about developing my expertise in the field. In my previous experience, I've become equipped with different level of challenges and experiences, such as; work pace setting, data-organizing, interpersonal and intrapersonal skills, technological proficient and problem solving which I think will-be applied on this area.

As a future public servant, it is my privilege to serve to other people specially our fellow Filipinos. Together with the team efforts, dedication and commitment the project/program will be successful.

For your evaluation and assessment on my application. I can be reached anytime through my email (mjanetigol@gmail.com). Hoping to hear you soon and thank you for your consideration in reading my application.

Sincerely yours,

MARY JANE D. TIGOL

Applicant