

February 12, 2024

MARIA ROBERTA S. MIRAFLOR

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

Director, HRMO

Visayas State University

Subject: Job Application as Administrative Assistant III

Dear Madam,

Greetings of Peace!

I am writing this letter to expressly convey my interest to apply for the position as Administrative Assistant II (Computer Operator) at Visayas State University. I learned from a friend that you are seeking an applicant who meets the requirements for the aforementioned position, and I believe that I possess those qualifications.

I am a graduate of the Bachelor of Science in Business Administration with a Major in Financial Management program. As a records in-charge at St. Peter's College of Ormoc and a high school registrar at Western Leyte College of Ormoc City Inc. for more than 7 years, I believe I have the training, work experience, and abilities necessary for this position.

The aforementioned jobs have a variety of responsibilities, including maintaining records, organizing, monitoring, and updating student records, responding to inquiries, and other related tasks, all of which are useful skills for administrative office where maximizing client engagement and satisfaction is a top goal.

As a matter of fact, I am also proficient with various software programs, such as but not limited to MS Word, Excel, and PowerPoint. I believe that my proven track record as a high school registrar makes me an ideal candidate for the position.

I enclosed my CS Form along with this letter for your perusal. I hope that I get a chance to meet you for an interview session. You can contact me at 0970-456-7565 or email me at ruelyn Melo@gmail.com. I am looking forward to hearing from you. Thank you for your time and consideration.

Sincerely yours,



RUELYN M. MELO

Applicant