

Marian S. Bongcales
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MARIA ROBERTA S. MIRAFLOR

Head
Records Management and Archives
Visayas State University
Visca, Baybay City, Leyte


Dear Sir/Madam, I am writing to submit my application for the open position posted on the VSU HRIS website. I graduated with a degree of Bachelor of Science in Agribusiness from Visayas State University last 2019. I am a licensed agriculturist as I passed the Agriculture Licensure examination held last November 2019 and also passed the civil service career exam professional level last August 20, 2023. I wasn't able to practice my profession as an Agriculturist since I got a job at the registrar's office months after I passed the exam. I am very interested in working in other fields that are not in line with my profession.

I have been working at Visayas State University Registrar's office as a course evaluator for 5 years. I have also worked as a computer attendant before, which has helped me gain enough skills related to basic Microsoft Office. I am confident that the skills and knowledge I've gained from my previous and current jobs will help me perform well in the job I am applying for. I would be interested to work on whatever job that will be assigned to me if given the chance. Since I work at the registrar, I am already familiar with the work environment, which I could use to my advantage.

I may not have direct experience in this field, but I am a quick learner and adaptable, always eager to take on new challenges and responsibilities. My background has taught me how to manage multiple tasks, meet deadlines, and collaborate effectively with others. I am confident that I can quickly acquire the skills necessary to contribute to your office while continuing to grow professionally.

Thank you for any consideration you may give to this application letter. I am willing to have an interview and my contact details are indicated above for your convenience. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,


Marian S. Bongcales