

Subject: Application for Administrative Officer I Position

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Dear Members of the Hiring Committee,

I am writing to express my interest in the Administrative Officer I position at Visayas State University. As an alumnus of this esteemed institution, I am deeply committed to contributing to its legacy of excellence through my professional expertise and dedication to effective administration.

I bring with me significant supervisory-level experience in retail industry, where I have successfully managed teams, streamlined administrative operations, and ensured organizational efficiency. My background has equipped me with strong skills in communication, problem-solving, and decision-making, which I believe align well with the demands of this role.

Being a proud graduate of Visayas State University, I am familiar with the values and vision that the institution upholds. I am eager to apply my skills to support its mission, foster a productive environment, and contribute to its continuous growth and success.

Attached are my résumé and supporting documents for your review. I would greatly appreciate the opportunity to discuss my qualifications further and demonstrate how I can contribute meaningfully to your team.

Thank you for considering my application. I look forward to the opportunity to serve Visayas State University.

Sincerely,
Cerilo Villocino Soria