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HONEY SOFIA V. COLIS
Director, HRMO
VSU Baybay City, Leyte

Dear Madam,

I am excited to express my interest in the Administrative Assistant Computer Operator II position at Visayas State University.

My experience in the BPO industry, particularly as a Customer Service Advisor in a work-from-home setup and as a Special Project Associate, has provided me with valuable skills in troubleshooting computer issues, utilizing various Microsoft Office software, and effectively managing computer-based tasks for extended periods.

I am confident that my experience and skills make me well-suited for this role and would enable me to contribute effectively to the Administrative Office at VSU.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to the success of your team.

Warm regards,

Faith Angelyn Gepiga