

MA. JESUSA B. SERANTE

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HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Ma'am:


I am writing about the open position of Administrative Officer I (Records Officer I) with Plantilla Number ADOF1-56-2023; ADOF1-55-2023 with Salary Grade – 10. Enclosed is my Personal Data Sheet for your reference.

Though I don't yet have experience managing the day-to-day tasks and functions of a modern office, I have transferable administrative skills from my 1 year as Assistant Manager. I know I have the talent and get-it-done spirit to be the perfect candidate for the Administrative Officer position. I am fast and accurate learner, with a keen eye for detail and I should be very grateful for the opportunity to progress to a higher level.

Thank you for your time and consideration. I look forward to hearing from you soon. I am willing and ready to report for an interview at your convenient time.

More power and blessings to come.

Respectfully yours,



Ma. Jesusa B. Serante

Applicant

