

February 15,2024

Maria Roberta S. Miraflor
Head
Records and Archives Office
Visayas State University
VISCA , Baybay, Leyte

Dear **Ma'am Roberta S. Miraflor,**

I wish to apply for an Administrative Officer 1 position at the Records and Archives Office. I finished my Bachelor of Science In Business Administration at the Alejandro Colleges, Manila. I believe that the skill set that I earned on those years as a barangay bookkeeper for five years at the Municipality of Inopacan, Leyte will significantly help me to be qualified on the job I am applying for.

I have enclosed my resume to support my application. I am confident that I would bring important skills to the position.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organization at an interview.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

CAROLINA MERIN COMPENDIO, B.S.B.A.