

Marian S. Bongcales

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DANIEL LESLIE S. TAN

Vice President for Administrative & Finance

Office of the Vice President for Administration & Finance

Visayas State University

Visca, Baybay City, Leyte

Dear Sir/Madam,

I am writing to submit my application for the open position of Administrative Assistant III position posted on the VSU HRIS website. I graduated with a graduate of Bachelor of Science in Agribusiness in Visayas State University last 2019. I am a licensed agriculturist as I passed the Agriculture Licensure examination held last November 2019 which is equivalent to the minimum qualification that the vacant position requires. I have not practicing my profession since I got hired at VSU registrar's office the year after I passed the Licensure exam. I also passed the civil service career exam professional level last August 20, 2023. I am very much interested in working in other fields not in line with my profession.

I am currently working at the University registrar in Visayas State University for 3 years now. I also worked as a computer attendant before which 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 job will help me perform well on 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 am working at VSU, I am already familiar with the work environment which I could use to my advantage.

I am also an extremely motivated and enthusiastic person. I do enjoy challenges and am eager to learn new things as quickly as possible. I know how to work well with others, and I work hard on every task assigned to me. It would be of great honor to utilize my skills and work for the vacant job position if given the opportunity.

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

Sincerely,



Marian S. Bongcales