

December 18, 2024

JESSAMINE C. ECLEO

Director
Procurement Office
Visayas State University
Visca, Baybay City, Leyte

Thru : **HONEY SOFIA V. COLIS**
Director, HRMO

Dear Ma'am,

Warm greetings!

I am writing to express my interest in the Administrative Aide VI position in your good office. With my educational background and relevant work experience, I am confident in my ability to contribute effectively to your team.

I hold a Bachelor of Science in Agricultural and Biosystems Engineering from Visayas State University. Currently, I am employed as an Energy Efficiency and Conservation (EECO) Support Staff, where I manage data inventory and reporting tasks. My responsibilities include conducting comprehensive inventories, categorizing data, and preparing monthly reports. This role has strengthened my attention to detail, organizational skills, and proficiency in data entry.

I pride myself on my ability to apply critical thinking and problem-solving skills in professional settings. I analyze, compute, and interpret results by employing appropriate strategies and methodologies, enabling me to make sound decisions, particularly in data management and learning environments.

I am eager to apply these skills to support your office's mission of delivering efficient public service. I am dedicated, adaptable, and confident that I can handle administrative tasks accurately and effectively.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experience align with your needs.

Very truly yours,


JANMARK P. CASTAÑEROS