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Jessamine C. Ecleo
Head
Procurement Office
Visayas State University
Visca, Baybay City, Leyte

Good day Ma'am,

I am writing to inform you that I am interested in the Administrative Officer I (Supply Officer I) at Visayas State University, as advertised. I graduated with a Bachelor's degree in Civil Engineering from EVSU Tacloban Campus. During my academic tenure, I developed a solid foundation in administrative tasks, organizational management, and effective communication. My coursework equipped me with proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint, which I believe will be valuable in maintaining efficient office operations.

While I may be a beginner in the professional realm, I possess a strong work ethic, attention to detail, and a commitment to learning and growth. I am confident that my academic background and my ability to adapt quickly will allow me to contribute effectively to your team. I have gained practical experience through internships and volunteer opportunities, where I honed my multitasking abilities, time management, and interpersonal skills. These experiences have instilled in me a dedication to maintaining a positive and collaborative work environment. Also, I am confident that my strong organizational skills, attention to detail, and passion for excellence align well with the requirements of the Administrative Officer position.

I am eager to embark on my professional journey and believe that my skills and enthusiasm make me a strong candidate for this role. Thank you and I look forward to the opportunity to interview and explore how I can contribute to the success of your team.

Best Regards,

LYN A. ANG