

Anarose B. Romo

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Crislin Cruz-Cortez

Director

Business and Resource Generation Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Cortez,

Warm greetings to you!

I am Anarose B. Romo, 25 years of age, residing at Brgy. Gakat Baybay City, Leyte. I graduated with a bachelor's degree in Agribusiness from the Visayas State University last August 2022, as a Cum Laude. I would like to extend my great interest in applying for the Administrative Aide VI position at the Business and Resource Generation Office. It has come to my knowledge that your good office is currently looking for applicants through the job posting in VSU website.

Currently, I am working in Visayas State University at the Regional Climate Change Research and Development Center. Just recently, I took the role of a Science Research Assistant, but prior to that, I was the office's clerk. My core responsibilities included managing financial records; drafting, sorting, and dispatching official correspondence; and preparing key documents such as Project Procurement Management Plans (PPMPs), vouchers, accomplishment reports, and other essential paperwork. In addition to these tasks, I was also involved in filing and organizing both physical and digital records, coordinating logistics for office activities and official travel, and overall clerical support to staff and researchers. My role required attention to detail, organizational skills, and the ability to manage multiple tasks under time-sensitive conditions.

I am looking forward to hearing from you regarding this letter. Rest assured that I am willing to be trained and open to learning more skills and values from the people that I will be working with in the future. Thank you and God Bless us all!

Sincerely yours,

Anarose B. Romo