

May 31st, 2022

Hiring Officer
Visayas State University
Leyte, Philippines

Dear Sir/Madame,

I am applying for the position as an Administrative Officer V as I have read from your online job hunt about the vacancy. I am a graduate of Bachelor of Arts Major in English and Computer System Design Programming as well. I believe my experiences and skills suites me to this job.

I have enclosed herewith my copy documents as your reference. I understand your qualification and I believe that I am suitable on it and I can be an asset as an Administrative Officer under Budget Office. As an Administrative Officer, the role is responsible for providing administrative support to an organization, organizing company records, overseeing department budgets and maintaining inventory of office supplies and I can be as versatile as it can be if it calls for the needs of my job and nothing to worry about. I believe that I can make a sound contribution to the said position.

Thank you for giving time in reading my application and looking forward to your kind response.

Sincerely yours,

John Laban

Applicant