

**ALICIA M. FLORES**

Head, Budget Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Madam,

Good day!

This is to forward my application for the Administrative Assistant II position in your good office. I am very pleased and interested in imparting the knowledge and skills I have gained to help the continual improvement of your office.

I completed a degree in Bachelor of Science in Agribusiness at the Visayas State University. I also served as a full-time missionary for two years in Nueva Vizcaya, Ifugao, Cagayan Valley, and Isabela from July 2016 to July 2018. This experience helped me develop set smart goals and make plans, purpose-driven leadership, and problem-solving skills as I served as District and Zone Leader. Also, as part of my mission, I developed a skill in budgeting the financial support I received monthly. At present, I work as an evaluator wherein securing the integrity and confidentiality of student records is highly expected. I believe that I can learn and grow more as I become part of your respective office.

I am looking forward to working with the people in your respective office and with this, rest assured of my highest competence and dedication to this work.

Respectfully yours,

Rolan C. Ricarte