

May 31, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ma'am Colis,

Greetings!

Accept this letter as an expression of my desire to apply for the position of Administrative Officer VI (Clerk III) at your highly esteemed organization. I view this as an incredible and inspiring opportunity. I graduated from Eastern Visayas State University with a bachelor's degree in mechanical engineering. I have a strong work ethic, am adaptable, and pay attention to details.

Other than that, I won't boast but my spouse, Ms. Maegan Lou Aruta, is presently employed at VSU as a College Librarian I. She lives in Brgy Pangasugan, Baybay City, Leyte with our daughter. Being far from my family is difficult. As of right now, I'm employed in the position of Clerk I (Job Order) in Eastern Visayas Medical Center, Tacloban City.

I'm qualified for this role because I have a variety of administrative abilities and knowledge, including the following:

- Expertise in organizing and filing documentation along with other pertinent administrative duties.
- An expert in a variety of office applications, such as Microsoft Word, Excel, and PowerPoint.
- Outstanding aptitude for picking up new skills, including helping to design and conceptualize new concepts.
- Possessing strong writing, analytical, and research abilities.
- A keen eye for detail and the capacity to finish tasks allocated to you efficiently and correctly.

I am willing to undergo any training provided by the company. I will not leave any promises but will be working hard with values of integrity to provide great quality service and outcome to meet the company's qualifications.

Anytime you find most convenient, I am willing to attend an interview. You can contact me at the number and email provided in the documents I've included, which provide more information. I'm hoping you'll consider my application and respond favorably.

Thank you!

Sincerely,


ANGELO OPERARIO ARUTA

Applicant

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