

RACHELE DANICA COLON-MACIAS

PROPERTY MANAGER | CIVIL ENGINEER

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Visayas State
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ROTACIO S. GRAVOSO
Director
Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Gravoso,

I am writing to express my interest in the Administrative Officer position advertised on the Visayas State University website. With a solid background in property management that encompasses the administrative roles, coupled with my dedication to efficiency and organizational excellence, I am confident in my ability to make a significant contribution to your team.

In my previous roles, including my position as Property Manager, I have developed a comprehensive skill set that aligns with the requirements of the Administrative Officer role. I am adept at managing the daily oversight of the building, including the office operations, overseeing administrative processes, and providing top-notch support to ensure smooth business operations. Additionally, my strong communication skills allow me to interact professionally with individuals at all levels, both internally and externally.

I have included in the Work Experience Sheet a detailed description of my past role that is relevant to the position I am applying for.

Thank you for considering my application. I am eager to further discuss how my background, skills, and enthusiasm align with the needs of your organization. I am available for an interview at your earliest convenience and can be reached at 0917-891-6377 or via email at colon.rachele@gmail.com if you have any questions or would like to discuss my application in more detail.

Thank you for considering my application. I am excited about the possibility of joining your team.

Sincerely,

Rachele Danica Colon