

APPLICATION LETTER

JANUS CAMILLE A. BERDAN

Administrative Officer II (HRMO I)

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HONEY SOFIA V. COLIS

Director, HRMO

VSU Baybay City, Leyte

Dear Hiring Manager:

Greetings of peace and excellence!

It has come to my knowledge that the position for Administrative Officer II has been opened. As an aspiring professional who have been immersed in Information, Education, and Communication trainings and activities, I am pleased to express my desire to apply for the job.

As of this writing, I have been notified by the job vacancy and upon hearing its availability, I was thrilled to compile all the necessary documents for your reviewal as I knew the very moment that I wanted to work for your university. As a woman of direction and purpose, I aspire to serve the public through information and education. Because VSU has the objective in serving the community with integrity and dedication, I am writing this letter to express my interest in applying for the mentioned job in your reputed office.

I worked hard to obtain my degree in Communication. Inspired by agencies that are well-versed and has high remarks in Process and Project Management, Media Information, Technical Writing, Administrative Services Management, Evaluation, and Production, I even finished my baccalaureate degree with flying colors. For the past years, I have been exploring the different approaches to record tracking and management.

As a fresh graduate, my application may seem off-track for the post you are advertising. However, allow my potential to speak for the qualities you are looking for in an Admin Officer. With my exposure to different fields through the various organizations that I affiliated myself with, it is with great pride that I share with you a number of my competencies below:

- Records Management and Organization
- Proficiency in Microsoft Tech and Admin Assistance
- Excellent Communication and People Skills

Hence, with the awareness of your competitiveness in the mentioned fields, the university has given me comfort and eagerness to learn from the professionals behind your success and to be of aid to this teaching institution's mission and goal.

Attached with this letter is my curriculum vitae and my portfolio link which creatively reflects my work and volunteer interventions. You can check the scanned copies of my trainings and certificates in the field of development and media through the said link and you can also explore additional proof of involvements in the different sections of the portfolio. Along with these, I will be uploading the other required documents for your reference as well. Should you wish to discuss my works and engagements, you can connect with me through the email or mobile phone number I provided. I hope to hear from you very soon.

I appreciate your time in reading my application despite your busy schedule.

Thank you! May the good Lord guide you in all your undertakings.

Yours in Service,

Janus Camille A. Berdan