

April 21, 2025

GLENN G. PAJARES

Vice President for Planning and Development
Visayas State University
Visca, Baybay City, Leyte

Dear sir:

I am writing to express my interest in the position of Administrative Assistant III in the Procurement Office of Visayas State University. With four years of experience as a Deputy Document Records Controller and a strong background in customer service, I am confident in my ability to contribute effectively to your team.

I hold a Bachelor of Science in Agribusiness from Visayas State University and passed the Civil Service Examination (Sub-Professional Level) in August 2022. My academic foundation, combined with hands-on administrative and client-facing experience, has equipped me with skills highly relevant to a procurement setting.

In my previous roles, I was responsible for managing customer accounts, processing transactions, handling fraud concerns, and resolving account limitations. Engaging with clients from diverse backgrounds has honed my problem-solving skills and strengthened my communication abilities. Additionally, my attention to detail, organizational skills, and capacity to work independently make me well-suited for tasks requiring a high level of accuracy—particularly in the Procurement Office, where efficiency and precision are essential.

I am eager to bring my expertise to your office and am open to undergoing any training or seminars that would further enhance my capabilities. I would appreciate the opportunity to discuss how my background aligns with the needs of the position.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

Warm regards,

NOESSA C. DAVID

Admin Aide IV