

February 11, 2022

QUEEN-EVER Y. ATUPAN

Director
Office of the Cashier
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am/ Sir,

Good day!

I'm a graduate from Visayas State University (VSU) Visca, Baybay City, Leyte. I graduated last June 2019 with a degree of Bachelor of Science in Agriculture major in Horticulture. Recently, I took and passed the Agriculturist Licensure Examination held last year on November 9-11, 2021. Currently, I am working as an Information Desk Officer (Job Order status) at the VSU Hospital. I write to apply for an Administrative Officer I position. I'm highly interested in this opportunity to work in your good office.

As an optimistic and highly motivated person, I am committed to providing quality services for all. I am well organized and have a passion for creating a positive and productive work environment. I am willing to be trained for me to grow and develop my skills. I can work effectively without any supervision and assure that I have excellent time management skills, effective written and oral communication skills. I have excellent management skills that allow me to assign workstations based on employee's particular skills and to motivate others to work together in a team setting.

I look forward to hearing from you about the progress of my application. I am willing to come for an interview if given a chance. Attached herewith is my resume or curriculum vitae for your perusal. If you have any further questions or require any additional documentation, please contact me through this number 0950-373-2838 or by email at 14analisaamarillo@gmail.com.

Thank you for your time and consideration.

Respectfully yours,



ANALISA P. AMARILLO
Applicant