

Anarose B. Romo
Brgy. Gakat Baybay City, Leyte
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Daniel Leslie S. Tan
Vice President for Administration and Finance
Office of the Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Tan,

Good day!

I am Anarose B. Romo, 23 years of age, residing at Brgy. Gakat Baybay City, Leyte. I would like to extend my great interest in applying for the Administrative Assistant III position at your good office.

I graduated with a bachelor's degree in Agribusiness from the Visayas State University last August 2022, as a Cum Laude. I am currently working as one of the staffs of our Customer Feedback Officer at Quality Assurance Center here in VSU. I am tasked to collect, analyze, and generate reports based on the data and comments I gathered from every office. This has led me to strongly believe in the importance of feedback, of how it helps improve the way services are offered or executed and how it greatly contributes to the satisfaction of the clients/customers. I'm confident that my strong analytical and communication abilities, familiarity with Microsoft Office, and past part-time employment experiences have equipped me with the work ethic, patience, and values necessary to grow into a responsible employee as I play an essential role in your office.

I am looking forward to hearing from you regarding this letter. Rest assured that I am willing to be trained and open-minded to learning more skills and values from the people that I will be working with in the future. Thank you and God Bless!

Sincerely yours,



Anarose B. Romo