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MARIA ROBERTA S. MIRAFLOR
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Records and Archives Office
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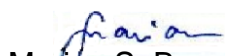Visca, Baybay City, Leyte

Dear Sir/Madam,

I am writing to submit my application for the open position posted on the VSU HRIS website. I graduated with a degree of Bachelor of Science in Agribusiness from Visayas State University last 2019. I am a licensed agriculturist as I passed the Agriculture Licensure examination held last November 2019 and also passed the civil service career exam professional level last August 20, 2023. I wasn't able to practice my profession as an Agriculturist since I got a job at the registrar's office months after I passed the exam. I am very interested in working in other fields that are not in line with my profession.

I have been working at Visayas State University Registrar's office as a course evaluator for 4 years. I also worked as a computer attendant before which helped me gain enough skills related to basic Microsoft Office. I am confident that the skills and knowledge I've gained from my previous and current jobs will help me perform well on the job I am applying for. I would be interested to work on whatever job that will be assigned to me if given the chance. Since I am working at VSU, I am already familiar with the work environment which I could use to my advantage.

I am also an extremely motivated and enthusiastic person. I do enjoy challenges and am eager to learn new things as quickly as possible. I know how to work well with others, and I work hard on every task assigned to me. It would be of great honor to utilize my skills and work for the vacant job position if given the opportunity. I am also open to undergoing training if needed.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,

Marian S. Bongcales