

December 21, 2023

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Dear Ms. Colis:

Good day!

This letter of intent is to express my interest to apply for the position of Administrative Officer II.

I have completed my education with a bachelor's degree in Business Administration major in Financial Management at Western Leyte College (WLC) with the honor of Magna Cum Laude. I have been working in Cebu Ad Consultants, Inc. for 2 years and I have successfully handled projects of the company, filling data entry, making quotations, monitored deliveries, attending to all inquiries and also the ability for providing comprehensive administrative support for the VIP clients and Immediate Manager.

With all my qualifications combined with highly motivation, it will be an honor to me to fill this position. Being able to manage and excel both in school and work is proof that I'm a determined and goal-oriented person. I am willing to undergo training to be more capable of the position and trust you will give.

I will be available for an interview at your most convenient time. Please feel free to text or call me at 0999 714 9964 and I look forward to hearing from you.

Thank you so much.

Respectfully yours,

Maria Theresa Mellejor
Applicant