

February 18, 2022

**QUEEN-EVER Y. ATUPAN**

Head

Office of the Cashier

Visayas State University

Visca, Baybay City, Leyte

Dear Madame:

I'm writing to express my interest to apply for a job as Administrative Officer I in Visayas State University-Baybay.

I earned my Bachelor of Science degree in Computer Science at the Visayas State University last 2011 and have 21 units Master in Management in the same school. In the same institution, I am working as Administrative Assistant II at the Online Programs Office for over three (3) years now.

I believe that the nature of my educational background and my work experience in finance group, specifically the accounting division of VSU have familiarized and prepared me for this position. Furthermore, my experience in Open University has also developed my skills on front line services and communication skill, critical thinking, self-motivation, and a wide range of skills the I may offer in your good office. I am also an open-minded person and willing to learn new things.

Kindly see my personal data sheet for additional information on my experiences. I can be reached through my email address, [meanvillas@vsu.edu.ph](mailto:meanvillas@vsu.edu.ph) and contact number, 09562369231.

Thank you for your time and consideration. I look forward to meeting/hearing with you about this employment opportunity.

Very respectfully yours,



ME-AN D. VILLAS