

March 23, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am Colis;

Greetings!

Accept this letter as an expression of my desire to apply for the post of Board Secretary I, in your esteemed organization. I earned a mechanical engineering bachelor's degree from Eastern Visayas State University. I am flexible, detail-oriented, and dedicated to my work.

I'm qualified for this role because I have a variety of administrative abilities and knowledge, including the following:

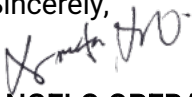
- Well-versed in arranging and filing paperwork as well as other relevant clerical tasks.
- Proficient with a range of office programs, including Microsoft Word, Excel, and Powerpoint.
- Excellent ability to master new tasks, computer programs, and directions with assurance and ease.
- Thorough attention to detail and the ability to complete assigned duties quickly and competently.

Anytime you find most convenient, I am willing to attend an interview.

You can contact me at the number and email provided in the documents I've included, which provide more information. I'm hoping you'll consider my application and respond favorably.

Thank you!

Sincerely,



ANGELO OPERARIO ARUTA

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