

December 18, 2023

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

RE: JOB APPLICATION

Position Title: Administrative Assistant II (Human Resource Mgt Asst)

Place of Assignment: Human Resource Management Office

Dear Dr. Tan:

Greetings!

I, Rannie Berondo Veril, a sub-professional level passer, would like to apply for the position of Administrative Assistant II in the Office of the Vice President for Administration and Finance. I completed my bachelor's degree in Agribusiness in 2015 and recently passed the Eligibility Examination for Subprofessional Level. I worked for almost 5 years as an Administrative Aide I at Visayas State University, specifically in the Accounting Office, and am now working for almost a year as a Deputy Document and Records Controller (dDRC) at Visayas State University, particularly in the Physical Plant Office—Instrumentation and Laboratory Equipment Unit.

I have excellent interpersonal and communication skills, as well as strong administrative and time management skills. With nearly six years of experience as an administrative assistant, I have gained valuable insights into the inner workings of an organization and honed my ability to complete day-to-day tasks efficiently. Throughout my professional career, I have had the opportunity to work with a variety of teams and have taken pride in developing positive relationships with both colleagues and clients. My attention to detail ensures that I can complete tasks with precision and accuracy, which I believe is essential for administrative success.

Given my strong academic credentials and practical experience in administrative work, I am confident that I can contribute significantly to your team. I am excited about the opportunity to work with such a dynamic and well-established organization as yours and would appreciate the opportunity to discuss my qualifications further in an interview.

Thank you for considering my application. I look forward to hearing from you soon. God bless.

Sincerely,

Rannie Berondo Veril
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Administrative Assistant II - Applicant