

February 15,2024

Maria Roberta S. Miraflor
Head
Records and Archives Office
Visayas State University
VISCA,Baybay City,Leyte

Dear **Ma'am Miraflor:**

I wish to apply for an Administrative Officer V position at the Records and Archives Office. I finished my Bachelor of Science in Business Administration course at the Alejandro Colleges, Manila. I believe that the skill set that I earned on those five years as a Barangay Bookkeeper in the Municipality of Inopacan, Leyte will significantly help in the advancement at Visayas State University as a whole.

I have enclosed my resume to support my application. I am confident that I would bring important skills to the position I am applying for.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organization at an interview.

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

Sincerely,

CAROLINA MERIN COMPENDIO, B.S.B.A.