

February 6, 2024

**HONEY SOFIA V. COLIS**  
**OIC Director, ODHRM**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

Dear Ms. Colis,

Youthful greetings!

As a graduate of the **Bachelor of Arts in English Language Studies (ABELS)** program in 2022, I am determined to apply for the position of **Planning Officer I**.

Given my qualifications and experience, I am certain that I am the most qualified applicant for any administrative officer slot in your office. I have been employed in the City Government for one (1) year, serving as a private secretary of an Ormoc City Councilor. In regards to this, I am well-versed in local laws and governance.

I have an excellent eye for detail and do well in a fast-paced work setting. I am proficient at meticulously documenting board meetings, and I have faith in my abilities to keep correct minutes, fill out forms as needed, and manage administrative responsibilities. As a Private Secretary for almost one (1) year, I learned different techniques and strategies on how to become an efficient secretary and document record controller. Additionally, I have gained experience in terms of project implementations through seminars/trainings that I have attended.

I would be pleased to go into further detail about the offer if given the chance. I am aware of the time you have invested in reading this letter. Please refer to my résumé for further details regarding my ability to manage the daily administrative tasks that ensure the department runs well. I would be pleased to discuss my qualifications and experience in more detail and am available for an interview whenever it would be convenient for you.

I appreciate you looking over this message and the materials it contains. Thank you so much, and God bless!

Sincerely yours,

  
**NIÑO PAOLO R. ROTO**  
Applicant