

January 06, 2023

MS. ALICIA M. FLORES

Head

Supply & Property Management Office

Visayas State University

Visca, Baybay City, Leyte

Through: **MS. HONEY SOFIA V. COLIS**

OIC Director, ODHRM

VSU, Baybay City, Leyte

Dear Ms. Flores,

Good day Ma'am!

I respectfully write to signify my intention to apply for the vacant position of Administrative Officer V (Supply Officer III). I am currently working as an Administrative Assistant V/ Private Secretary I at the Sangguniang Panlungsod ng Ormoc, Office of Councilor Burt J. Pades, where I am the Chief-of-staff and I assist Councilor Pades in his meetings and prepare all necessary documents, answer calls and client queries promptly, accept and file bio-data for Job Order applicants, set appointments, file paperwork and maintain records both paper and electronics. I also communicate with different offices/ department or agencies for events/ committee meetings. I maintain good working relationship with our staff, clients and head of offices.

I graduated with two (2) bachelor's degree. Bachelor of Science in Accounting Technology from Western Leyte College of Ormoc, and Bachelor of Science in Accountancy from St. Peter's College of Ormoc. I passed the Career Service Professional Examination and National Certificate III in Bookkeeping on years 2016 and 2017, respectively.

I believe my analytical and communication skills, fast learning ability, extraordinary time management and organizational abilities, and a strong determination to meet all assigned goals and targets makes me the right candidate for the position.

I appreciate the time you have taken to review my application letter. I look forward hearing from your good office soon.

Thank you and God Bless.

Sincerely,



MARY MELKA L. GONZAGA
Applicant