

Marian S. Bongcales
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QUEEN-EVER Y. ATUPAN

Head

Office of the Cashier
Visayas State University
Visca, Baybay City, Leyte

Dear Madam,

I am writing to submit my application for the open position of Administrative Officer I position posted in the VSU HRIS website. I am a graduate of Bachelor of Science in Agribusiness in Visayas State University last 2019 and currently pursuing my Master's degree still here in VSU. I am a licensed agriculturist as I passed the Agriculture Licensure examination held last November 2019 but I am not practicing my profession as of now since I got hired at VSU registrar's office the year after I passed the Licensure exam. I am very much interested to work in other fields even it is not in line with my profession.

I've been working at the registrar's office as an evaluator for almost three years. I don't have any other work experience prior to the job I have now, but I've gained enough skills and knowledge related to administrative jobs. I am also somehow familiar with the office I am applying the job since there are transactions at the registrar's office that involves the cash office. I would be interested to work with the vacant job of given the chance. I am an extremely motivated and enthusiastic person. I do enjoy challenges and eager to learn new things as quickly as possible. I know how to work well with others, and I work hard in every task assigned to me. It would be of great honor to utilize my skills and work for the vacant job position if given the opportunity.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,


Marian S. Bongcales