

MARY LILYBERT RAMACULA

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March 9, 2024

VIVIAN V. BALBARINO

Head

Supply and Property Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Balbalrino,

I am writing to express my interest in the Administrative Officer I (Supply Officer I) at the Supply and Property Office. I am enthusiastic about embarking on a journey of growth and I bringing my skills to your dynamic team.

Currently, my work as a Job Order Woker at the Human Resource Management Unit of LGU Hilongos, has provided me with a broader understanding of organizational dynamics and effective communication skills. It honed my skill in administrative services management specifically in meticulous record-keeping and precise data encoding. Additionally, my academic background as a Magna Cum Laude graduate in Agribusiness has given me a wide understanding of different aspects within the agribusiness field. This knowledge was further enriched through my internship, where I gained hands-on experience, particularly in data gathering, case analysis, and problem-solving.

What I lack in direct work experience, I make up for with a strong work ethic, adaptability, and a genuine eagerness to learn. I am confident that my academic achievements and internship exposure have equipped me with the foundational skills needed to thrive in the management role.

Enclosed below is my fully accomplished Personal Data Sheet, which provided further details about my professional background. Thank you for considering my application. I look forward to the possibility of discussing how my skills and eagerness to learn align with the goals of your team in more detail.

Sincerely,

Mary Lilybert S. Ramacula