

February 21, 2022

Tresha Mae C. Pulvera  
Ormoc City, Leyte, 6541  
0950 496 6955  
(053) 832 8135  
tmcpulvera@gmail.com

Honey Sofia V. Colis  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Good day Ma'am,

I happen to hear that your esteemed institution is open for applications. Not wanting to miss the opportunity of expanding my skills and experience, I jumped to apply for the post of Administrative Officer I.

While my education focused on a career path towards the field of education; I can assure you that I possess skills and capabilities that will enable me to properly perform as an Administrative Officer. I have good communication skills both oral and written. I possess researching and problem-solving skills for when there is a need for it. I can carry out instructions and am vigilant to any possible changes that may occur. I can work effectively and efficiently, and I am eager to learn anything that is necessary to best perform the job.

For further details of my qualifications and background, please take a moment to review my enclosed resume. I believe that I can successfully be the Administrative Officer that you may be seeking. I welcome the opportunity to speak with you at your convenience. You can reach me using the contact number and/or email listed above. I look forward to hearing from you.

Sincerely,

Tresha Mae C. Pulvera  
Applicant