

February 20, 2024

JULIUS V. ABELA, PhD
Head, University Disaster Risk Reduction and
Management, Safety and Security Office

Dear Sir Julius,

I am writing to express my strong interest in applying for an administrative assistant position as advertised. With a strong administrative background and a passion for growth mindset, I am eager to contribute to the efficiency and success of your office.

I am a graduating student at Visayas State University-Main Campus, taking up a Bachelor of Secondary Education with a Major in Social Studies. I am just waiting for the BOR Resolution to be proclaimed as a graduate last semester.

In my previous role as organization president, I have demonstrated proficiency in tasks such as time management, email correspondence, and paper work. My adaptability and strong communication skills make me confident in my ability to excel in this position.

I look forward to hearing from you soon about this opportunity, and I thank you for your time and consideration in reviewing my application. Thank you, and God bless.

Sincerely,

RICHARD TANZA
Applicant