

March 10,2024

Vivian V. Balbarino  
Head  
Supply and Property Office  
Visayas State University  
VISCA,Baybay City,Leyte

Dear **Ma'am Vivian,**

I wish to apply for an Administrative Assistant II position at the Supply and Property Office. I finished my Bachelor of Science in Business Administration course at the Alejandro Colleges, Manila. I believe that the skill set that I earned on those almost six years as a Barangay Bookkeeper in the Municipality of Inopacan, Leyte will significantly help in the advancement at Visayas State University as a whole.

I have enclosed my resume to support my application. I am confident that I would bring important skills to the position I am applying for.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organization at an interview.

Thank you for considering my application. I look forward to hearing from you.

*Sincerely,*

CAROLINA MERIN COMPENDIO, B.S.B.A.