

August 27, 2024

To: **DR. JOEL REY U. ACOB**  
Director for Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Acob,

Warm greetings to you!

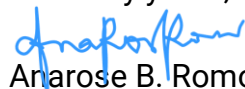
I am Anarose B. Romo, 24 years of age, residing at Brgy. Gakat Baybay City, Leyte. I graduated with a bachelor's degree in Agribusiness from the Visayas State University last August 2022, as a Cum Laude. I would like to extend my great interest in applying for the Administrative Aide VI position at the Quality Assurance Center. It has come to my knowledge that your good office is currently looking for through the job posting in the VSU website.

Currently, I am working under the supervision of Ms. Charmagne Faith F. Capuno, the Customer Feedback Officer here in Visayas State University- Main Campus. I am tasked to collect, analyze, and generate reports based on the data/ratings and comments I gathered from the survey forms in every office.

I am confident that my strong analytical and communication skills, proficiency with Microsoft Office, and prior part-time employment experiences have equipped me with the work ethic, patience, and values necessary to function and be effective as I aim to play this essential role. My family and my aspirations in life have greatly motivated me to aim for growth in my career.

I am looking forward to hearing from you regarding this letter, you may contact me through my email: [anaroseromo@gmail.com](mailto:anaroseromo@gmail.com) or at 09510453611. Rest assured that I am willing to be trained and open-minded to learning more skills and values from the people that I will be working with in the future. Thank you and God Bless us all!

Sincerely yours,



Anarose B. Romo