

Mervyn P. Loreto

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HAZELLE V. ASALDO
BOR & University Secretary
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Asaldo,

I am writing to express my keen interest in the ADMINISTRATIVE ASSISTANT III position at the Office of the University/Board Secretary. With 7 years of experience in Development Communication, Research and Extension and Administrative Works, and 2 years' experience in the said office I am confident that my skills and qualifications align perfectly with the requirements outlined.

I possess a strong understanding of internal control frameworks, risk assessment methodologies, among other things. My experience includes some experience in management and audit implementing new management processes and ensuring compliance with regulations.

Being a Devcom graduate and now a candidate at a Master's Degree in Tropical Ecology, I am a highly analytical and detail-oriented individual with excellent problem-solving and communication skills. I am adept at working independently and as part of a team, effectively collaborating with stakeholders at all levels. I am also a strong advocate for transparency and accountability, and I am committed to upholding the highest ethical standards.

My passion for higher education, coupled with my dedication to financial accountability, makes me an ideal candidate for this position. I am confident that I can contribute significantly to the continued success of the Quality Assurance Center by ensuring efficient and ethical financial management practices.

For your consideration, I have attached my curriculum vitae, which further details my qualifications and experience. I am available for an interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Mervyn P. Loreto