

January 28, 2022

JENNIFER R. ANDO
Head, Human Resource Department
Visayas State University
Baybay City, Leyte

Dear Ma'am,

I am writing in your good office to propose my candidacy for vacant position of Administrative Officer II at the Office of the Director for Human Resource Management.


I am JONALYN B. TANGOG, a graduate of Visayas State University, Baybay City with the degree of Bachelor of Science in Computer Science. I have obtained my Civil Service Professional Level Eligibility last October 2015.

I am currently working as MIS-Clerk/Support Staff in Leyte South Multipurpose Cooperative. Having attained most of the career goals, I am now keen to expand my professional ability and continue to develop useful skills that will be of great value to me later on in my career. I can perform the job effectively and managing my time wisely to complete the daily task given on me. I can easily follow written and verbal instructions and I can learn new jobs quickly. With the combined know-how and practical experience, I am confident that I can become a valuable addition to your team. I believe that I have the qualities you require and can assure you that I possess the abilities needed in your sector.

Furthermore, my work experiences have definitely enhanced my knowledge and skills in doing tasks and enabled me to be more confident in dealing with different personalities. If I will be given the chance to be part of, I will prove myself worthy of your trust and confident.

Enclosed is my resume, which provides greater details of my education and experience. Should you require any further information about me, please do not hesitate to contact me thru my mobile number 0949-571-3183. I would be grateful for the opportunity to speak with you at a mutually convenient time. I hope this application will merit your kind consideration. Thank you.

Sincerely,


JONALYN B. TANGOG
Applicant