

September 20, 2024

VIVIAN V. BALBARINO

Head

Supply and Property Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to apply for the Administrative Officer I position at Visayas State University. As a graduate of Bachelor of Secondary Education major in Science from Eastern Visayas State University (Class of 2022), I am confident that my skills and experience make me an ideal candidate for this role.

In addition to my undergraduate degree, I have pursued further education by taking 18 units in Master of Arts in Education major in Natural Science, which has enhanced my knowledge and skills in the field of education. During my college years, I also gained valuable work experience as a Barangay Secretary, where I developed strong organizational and administrative skills, as well as improved my communication and interpersonal skills.

As a detail-oriented and organized individual, I am well-equipped to handle administrative tasks and responsibilities. My experience as a Barangay Secretary has also given me the opportunity to work closely with various stakeholders, including government officials, community leaders, and residents. I believe that my experience and skills will be a valuable asset to your organization.

I am eager to join your team and contribute my skills and experience. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Respectfully yours,



MA. MAYKLEMN M. DUMANDAN