

February 6, 2024

MARIA ROBERTA S. MIRAFLOR

Head

Records and Archive Office

Visayas State University

Visca, Baybay City, Leyte

Ma'am,

With great enthusiasm, I am applying for the position of Administrative Officer I (Records Officer I). I am Kaye C. Nudalo, 22 years old, from Albura Leyte. I graduated from Visayas State University-Main Campus with a degree of Bachelor of Science in Agribusiness and an Honor Graduate Eligible.

Although I have no formal relevant work experience, as a student, I am involved in organizations that allowed me to develop my management and organizational skills, as well as my interpersonal skills, which I deemed important factors to consider.

The opportunity that the institution may present would be greatly appreciated, and I am confident that my academic achievements and extracurricular involvement demonstrate my dedication and ability to excel in a professional setting. I am eager to contribute my skills and learn from experienced professionals, making a positive impact on the department.

Respectfully yours,

Kaye C. Nudalo