

February 03, 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Visca, Baybay City, Leyte

RE: JOB APPLICATION

Position Title : Administrative Officer IV (Management Officer IV)

Dear Maam,

Greetings!

I hope this letter finds you in good health and high spirits. My name is Marynelle Sevilla, and I am writing this letter to express my sincere interest in the Administrative Officer IV (Management Officer IV) position. I am thrilled to contribute my skills and expertise to your highly esteemed institution and uphold the core behavioral competencies you're looking for in a candidate.

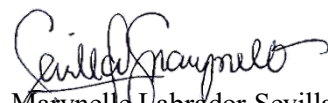
I have few units in BS Political Science before shifting course and eventually graduated at Saint Paul School of Professional Studies with a degree in Bachelor of Science in Accountancy. This extended education timeline shows my strong self-management skills, as I was able to successfully handle both myfreelance work and academic endeavors. My college journey served as proof of my dedication and perseverance to achieve my goal to graduate on my own.

Over the past year, I have been a dedicated Finance Associate and even though I just started my career with the field I've chosen, I have always been deeply committed to fostering a positive and supportive environment within and outside our organization. Working in an international company has provided me with valuable experience in collaborating with a wide range of individuals. As a Finance Associate, I am handling not only 1 branch but 18 branches/hubs in total and this demonstrates my ability to be flexible and multitasks and still efficiently deliver exceptional results. Throughout my career, I have maintained the highest standards of professionalism and ethics. My commitment to ethical conduct and adherence to professional standards have earned me recognition within my roles. My proficiency in computer literacy, software tools, and digital platforms have been a big help for me to effectively perform my duties and responsibilities.

With all these qualifications, I hope I would be able to work under your guidance and hone more skills and expertise. I would gladly accept an interview and hope to receive a favorable response to this application.

Thank you and God bless!

Sincerely,



Marynelle Labrador Sevilla
Applicant