

August 26, 2024

ALICIA M. FLORES
Head
Budget Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Peace and all good!

I am Rosemarie C. Plazo, would like to express my strong interest in the Administrative Aide VI Position. Although I am a recent graduate with no professional experience in this role, I am confident in my ability to contribute to your team and provide exceptional administrative support.

I am 23 years old, residing at Sitio Naga Zone 1 Baybay City, Leyte. I graduated as cum laude at Visayas State University-Main Campus with a degree in Secondary Education Major in Social Studies, and recently passed the March 2024 Licensure Examination for Professional Teachers.

During my studies, I developed a strong foundation in organizational skills, attention to detail, and time management. Through various coursework and projects, I have honed my ability to prioritize tasks, handle multiple responsibilities simultaneously, and maintain a high level of accuracy. I am confident that these skills, combined with my strong work ethic and dedication to excellence, make me a great fit for the Administrative Aide VI Position.

Enclosed is my application letter, resume, certificate of eligibility and TOR, which provides additional details regarding my professional background and accomplishments.

Respectfully yours,

ROSEMARIE C. PLAZO
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Applicant