

October 31, 2024

Ms. Honey Sofia V. Colis

Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my keen interest in the Administrative Officer III (Records Officer II) position, as advertised on VSU HRIS. With a Bachelor of Science in Development Communication, majoring in Development Journalism, and a solid background in research and editorial work, I am confident in my ability to fulfill the requirements of this role.

Over the past four years, I have honed my organizational, research, and communication skills through various experiences. As a Science Research Assistant in the Department of Development Communication from April 2018 to December 2021, I developed a meticulous eye for detail while collecting data and supporting various projects and data management tasks. Building on this foundation, I transitioned to an Education Research Assistant position in the Graduate School in March 2022.

In my current role, I have gained invaluable experience directly applicable to the Records Officer III position. I am responsible for managing publications such as the GradNewsLine and the Science and Humanities Journal, which involves meticulous recordkeeping, document organization, and strict adherence to specific protocols. As an Editorial Assistant for the Science and Humanities Journal, I further honed my skills in document formatting, editing, and ensuring compliance with publication standards.

Additionally, I possess strong computer skills, proficiency in MS Office Suite and vector graphics software, and a quick learning curve for new software. My strong work ethic, coupled with excellent communication and interpersonal skills, allows me to collaborate effectively with colleagues and stakeholders. I am confident in my ability to seamlessly integrate into your team and contribute positively to the efficient management and organization of your records system.

My passion for accuracy, efficiency, and organization, combined with my relevant experience and strong work ethic, makes me a strong candidate for this position. I am eager to learn more about your specific requirements and discuss how my skills and qualifications can benefit your organization.

Thank you for your time and consideration.

Sincerely,

Claudette Garduce