

January 29, 2024

DIR. HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear **Director Colis**,

Good day!

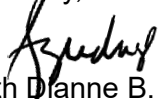
I am Ruth Dianne B. Agreda, a fresh graduate of Visayas State University and I am writing to express my strong interest in pursuing a career as Administrative Officer II [Plantilla Item No. ADOF2-29-2004] at VSU Main - Quality Assurance Office. With my interest and background gained during my internship in administrative support, I am enthusiastic about the opportunity to contribute my diverse skill set and administrative-related skills to your esteemed organization.

While my educational background is rooted in economics, I also have a solid foundation in both administrative work and finance as part of my program's curriculum. Additionally, I have a good academic record, graduating Cum Laude in my program. My academic journey has equipped me with critical thinking, analytical, and problem-solving skills that I believe are transferable and valuable in a variety of roles, including those within your organization.

During my internship at National Economic and Development Authority (NEDA) RO VIII, I had the privilege of working in a dynamic administrative support role. This experience allowed me to develop essential skills in office management, organization, and attention to detail. I am confident that my internship experience, combined with my educational background in Economics, has prepared me well for the responsibilities of an Administrative Officer. My internship provided me with expertise in various administrative tasks, including document management, scheduling, and maintaining office records. I am proficient in using office software and tools to streamline administrative processes. I have a keen eye for detail, ensuring accuracy and precision in all administrative tasks, which is crucial for maintaining organized and efficient office operations. Moreover, I excel in written and verbal communication with a pleasing personality, allowing me to effectively interact with colleagues and clients. I'm also very dedicated individual eager to excel in my chosen field, aspiring to build a career where I can apply and enhance my skills. Additionally, I am skilled in time management, enabling me to prioritize tasks and handle multiple responsibilities efficiently and I have proven that being a full time student and a student leader at the same time for years. I thrive in fast-paced environments and can quickly adapt to changing priorities and demands. I'm also adaptable and a good team player.

Thank you for considering my application. Please feel free to contact me at 09664016309 or agredaruthdianne@gmail.com to schedule an exam/interview.

Sincerely,


Ruth Dianne B. Agreda