

June 14, 2024

ATTY. RYSAN C. GUINOCOR

Director
Administrative Services Office
Visayas State University
Visca, Baybay City, Leyte

Dear **Atty. Guinocor**,

I am writing this application letter to express my interest in the Administrative Officer III position at the Administrative Services Office, as posted in the VSU HRIS. My name is Norbert John O. Villas. I hold a Bachelor of Science in Agribusiness (2014) and a Master of Management in Business Management (2022), and I am eager to apply, explore, and become part of your office.

Currently, I work as an Education Research Assistant at the Office of the Vice President for Student Affairs and Services and serve as the Student Internship Program Coordinator at Visayas State University under the leadership of Dr. Aleli A. Villocino. This role has honed my administrative skills, enabling me to successfully manage various administrative tasks and consistently ensure the accuracy of reports.

Based on my educational background and work experience, I believe I am a good fit for the Administrative Officer III position. I am enthusiastic about contributing my skills and knowledge to support the services of the Administrative Services Office.

I would greatly appreciate the opportunity to discuss my application with you in the future if it is considered.

Sincerely,



NORBERT JOHN O. VILLAS
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