

December 7, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Sir/Madam:

I am writing to formally express my interest in the position of **Administrative Officer I (Cashier I)** with a plantilla item no. **ADOF1-30-2004** to be assigned at **VSU MAIN (Cash Office)**. I am a newly licensed professional teacher and obtained a Bachelor's degree in Secondary Education majoring in English from the Visayas State University-Main Campus. I hope to bring my knowledge, skills, and commitment to excellence to your esteemed office.

Although I am new to the workforce, I have developed strong communication, leadership, critical thinking, detail-oriented, technical, and organizational skills. Along with my academic life, I gained relevant experiences and actively participated in university activities that ignited my spirit of being a public servant. My skills, background, experiences, and dedication to public service equipped me to understand the position's responsibilities. If accepted, I am eager to be trained to further improve my skills and gain professional growth. I hope that you will give me an opportunity to contribute success and make me a valuable asset to your office integrated with your vision and mission.

I would greatly appreciate the opportunity to further discuss my qualifications in an interview. I am available for an interview at your convenience and can be reached at 0906 395 2250 or bacolinaojoann@gmail.com. Attached herewith are my academic records and other supporting documents for your reference. Thank you for considering my application. I look forward to your positive response.

Sincerely,

JOANN P. BACOLINAO

Applicant