

February 7, 2024

DANIEL LESLIE S. TAN

OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: **MARIA ROBERTA S. MIRAFLORE**
Head
Records and Archives Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir/Ma'am,

Greetings!

I am writing to express my interest in applying for **Administrative Officer I**, at the Records and Archives Office.

I graduated in Bachelor of Science in Business Administration Major in Human Resource Development and Management at FCIC and a *Second Level Career Service Eligible (Professional)* with a passing score of 81.5%. Currently, I am a job order employee as a Clerk/Administrative Aide I for 4 years and designated as a Deputy Document Records Controller at the Physical Plant Office in VSU. I also worked for 1-year and 3 months as an Accounting Staff at LGU Baybay, and had my OJT at Baybay City Water District, as an assistant of the record officer.

I am applying for this position because I want to utilize and input my knowledge and skills in your good office as a permanent employee. Being a permanent employee comes with many benefits, including getting a steady paycheck and job security. In addition to that, permanent employees enjoy advantages such as health insurance, retirement savings plans and paid time off. Knowing that I could have a steady job brings a kind of peace of mind and thus, I can bear out my full potential if given a chance to be hired for this permanent position.

I believe that being an Administrative Aide for 4 years, have equipped me with the necessary knowledge, skills and attitude, which I can utilize to the position I am applying for. I already have a broad knowledge when it comes to computer programs, can work under pressure, practices time management, and I am always willing to learn and adapt to new things, as I prepare myself for bigger opportunities that knocks in the future.

Please review my attached personal data sheet for further details. You can contact me anytime at **09693306117** or send me an email at alfe.marinay@vsu.edu.ph. I am hoping to hear from you soon at your convenience.

Thank you and God bless.

Sincerely yours,


ALFE MAE ANN E. MARINAY
Applicant