

Jan Luziel D. Moreno
Zone 1, Barangay Caridad
Baybay City, Leyte 6521
April 1, 2024

Jessamine C. Ecleo
Head
Procurement Office
Visayas State University
Visca, Baybay City, Leyte

Dear Madam,

I am writing to express my keen interest in the Supply Officer position at Visayas State University. With my educational background in Economics, graduated from Visayas State University, along with my practical experience as a part-time enumerator and my internship at the Department of Environment and Natural Resources (DENR) in the records unit, I am confident in my ability to contribute effectively to your esteemed institution.

During my academic journey at Visayas State University, I developed a strong foundation in economic principles, analytical thinking, and problem-solving skills. My coursework provided me with insights into resource allocation, procurement processes, and supply chain management, which I believe are directly applicable to the responsibilities of a Supply Officer.

Furthermore, my experience as a part-time enumerator equipped me with practical skills in data collection, analysis, and reporting. This role required attention to detail, organizational skills, and the ability to work effectively both independently and as part of a team. These qualities are essential for the efficient management of supplies and inventory control.

My internship at DENR provided me with invaluable exposure to administrative processes, record-keeping, and document management. This experience enhanced my understanding of the importance of maintaining accurate records and adhering to established protocols, which are crucial aspects of supply management.

While I may not have direct experience in a supply office, I am enthusiastic about the opportunity to learn and grow in this role. I am highly adaptable, with a strong willingness to acquire new skills and knowledge. I am confident that my academic background, coupled with my practical experience and eagerness to learn, make me a strong candidate for the Supply Officer position.

I am excited about the prospect of contributing to the efficient operation of Visayas State University's supply office and am eager to start making a positive impact. Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of your institution.

Sincerely,

Jan Luziel D. Moreno