

November 16, 2022

**Dr. Edgardo E. Tulin**  
Visayas Stat University  
Visca, Baybay City, Leyte

Through: **Dr. Daniel Leslie S. Tan**  
Chairman NAPB, VP for Admin & Finance

Dear Sir,

I am writing to in reference to the open position of administrative assistant in the Office of the University Registrar. My seventeen years of relevant experience combined with good nature and attention to detail make me an ideal candidate for this position.

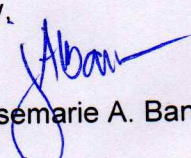
In my present role I enjoy the dynamic environment of an academic and have an excellent understanding of the processes and procedures that operate in an academic environment. I am also aware of the manner in which staff can contribute positively to the academic community.

I have had extensive experience in providing administrative support to senior academics and staffs, answering email enquiries, collecting and analyzing student information and producing reports. I was a medical transcription trainer for two years program the university offered. I am also a graduating MS student of our university.

One of my strengths is my ability to multi-task and carry out the diverse range of responsibilities attributed to administrative staff in a timely and effective manner. I have demonstrated that I am keen to take initiative and work collaboratively with other staff to make office processes as efficient as possible. I possess advanced skills in using Microsoft Office programs, am passionate about building relationships with colleagues and stakeholders, and I put people at ease with my friendly and professional manner.

I do hope that the administration will consider my intention.

Sincerely,

  
Joan Rosemarie A. Banzon