

# KENNETH ADAM

GEPITULAN TITO

A P P L I C A N T

## COVER LETTER



(0969) 534 0525



xavier.titz1995@gmail.com



DAS, Toledo City, Cebu  
Philippines

May 31, 2024

**MARIA ROBERTA S. MIRAFLORE**

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. MARIA ROBERTA S. MIRAFLORE,

Christian greetings to your good office.

I am writing to express my interest in applying for the Administrative Assistant VI (Clerk III) position. With a degree in Hotel and Restaurant Management from Cebu Institute of Technology-University and versatile work experience, including roles as Public Information Officer (PIO) at Barangay DAS (Lutopan) and BAC Technical Working Support, I am eager to bring my skills to your team.

My background includes valuable hands-on experience in different capacities, ranging from Toledo City 2023 SK Federation Administrative Aide III with pivotal role in the Bids and Award Committee (BAC) Secretariat to Project Associate at Accenture. These roles have honed my abilities in communication, organization, and project management, preparing me well for the challenges of a dynamic work environment.

I believe my diverse experiences in various industries, such as logistics at Plastilens International Inc., Human Resource-Trainee and Sales and Marketing at Quest Hotel and Conference Centre. I am enthusiastic about the opportunity to contribute to your team and help achieve the company's goals.

Throughout my career, I have demonstrated a strong work ethic, attention to detail, and a proactive approach to problem-solving. I possess excellent interpersonal skills and have consistently been commended for my ability to build positive relationships with colleagues and clients alike. I am a quick learner, open to new challenges and opportunities that allow me to expand my knowledge and skills.

I am confident that my diverse experiences, combined with my dedication and enthusiasm, make me a strong candidate for any role within your organization. I am eager to contribute my skills and expertise in helping to thrive and succeed.

I have enclosed my resume for your review and would welcome the chance to discuss how my background aligns with the needs of your organization. Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with your needs further.

Sincerely,

Kenneth Adam Tito