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June 6, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear Ma'am:

Good day!

I am writing to express my interest in applying for the position of Administrative Officer III (Executive Assistant I) Plantilla Item No. ADOF3-20-2004 SG-14 at Visayas State University (ODAS). Drawing from my expertise in Tourism, Hotel and Restaurant Management, coupled with my ongoing pursuit of a master's degree in Management and over two years of administrative experience, I am confident that I am exceptionally suited for this position.

My academic background has equipped me with a blend of interpersonal, organizational, customer service, and adaptability skills that makes me well-equipped for the multifaceted responsibilities of an Administrative Officer. Moreover, my practical involvement as an Administrative Assistant in the Department of Agriculture Regional Field Office VIII has provided me with invaluable expertise in office administration, operations management, and proficient handling of essential documents.

I am excited about the prospect of leveraging this unique blend of academic knowledge and practical expertise to support the operations of your office.

I am also a Civil Service Eligibility Passer, having achieved a rating of 83.55 on June 19, 2022, further enhancing my qualifications.

Attached are my Curriculum Vitae and other required documents for your reference. I hope to hear from you soon. Thank you and God bless!

Sincerely,


Audrey A. Orais