

Mahaba II Barangay San Jose
Ormoc City, Leyte 6541

February 1, 2024

ROTACIO S. GRAVOSO

Director
Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Gravoso

I am writing to express my strong interest in the Administrative Officer II (Management and Audit Analyst II) in the VSU Main Quality Assurance Center, as advertised on the Civil Service Commission website. As a recent graduate with a Bachelor's degree in Economics majoring in business economics from Visayas State University, I am confident in my ability to bring and apply my analytical skills, strong understanding of finance, economic and business principles, and management skills to the quality assurance center as a management and audit analyst.

In addition to my academic background, I completed an internship at the Department of Trade and Industry Ormoc Satellite Office, where I actively contributed to data collection, price monitoring, and catering queries of people. This experience enhanced my ability to work collaboratively within a team and strengthened my communication and management skills.

I am enthusiastic to work at the Quality Assurance Center and contribute greatly with my knowledge and skills as well as my commitment to public service and my desire to contribute to the growth and well-being of the university.

Enclosed with this letter is my Personal Data Sheet, which provides further details about my academic achievements and experiences. I am available at your convenience for an interview or to discuss how my skills and background align with the job. You may contact or message me at 09198870931 or email rogeliocanetejr20@gmail.com.

Thank you for considering my application. I look forward to the possibility of contributing to the Quality Assurance Center.

Yours sincerely,



Rogelio M. Cañete Jr