

Paul Bryan S. Castellano

09064436362

[pbcastillano@gmail.com](mailto:pbcastillano@gmail.com)

533 Nazareno St. Barangay 1

Jaro, Leyte

February 9, 2024

Honey Sofia V. Colis

Director, HRMO

VSU, Baybay City, Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Honey Sofia V. Colis,

I am Paul Bryan S. Castellano, and I want to express my intention of applying for the Administrative Officer I position (Records Officer I) at VSU Main, Baybay City.

I recently graduated from Leyte Normal University and took up Bachelor of Arts in Political Science. I have no job experience, however I once had a summer job at the Municipality of Jaro Assessor office during the summer of 2019. And last year, I had my OJT at the Barangay 1 Poblacion office. Although it was just small role, I learned a lot on how to talk to clients and to help them with their needs. I also learned how to manage my time properly and to work under pressure. I believe that my experiences will be relevant for this job.

I know my way around computers. I also know how to use different MS applications or software. I know I lack experience but I am a fast learner, hard-working and a problem solver. I have good communication skills and can adapt in sticky situations.

Thank you for taking the time to learn about me and my interest in applying for the job.

I appreciate your consideration and I'm looking forward to your response.

Sincerely,

Paul Bryan S. Castellano