

February 16, 2024

MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

This letter is to express my interest to apply for the position of Administrative Officer I posted in VSU website. I believe that I can handle this work because I am acquainted with administrative clerical work, has experience in documentation and filing, and a computer literate. You will find me flexible, and eager to learn whom the people that your office can serve. If accepted, I am also willing to undergo training for further improvement and acquire develop new skills.

Kindly refer to my resume for further details regarding my background.

I hope you will consider my application. I would appreciate the opportunity to discuss with you my ability and other matters in person. I would be available for interview at any time.

Thank you very much. God bless and have a good day!

Sincerely yours,


ELVIE D. BALBARINO
Applicant