

May 17, 2023

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Good Day Ma'am,

I would like to apply for the Administrative Officer I Position in your good office. I am pleased to know that administrative work is related to my interest.

I have graduated my degree of Bachelor of Science in Marketing (Major in Management) at Eastern Visayas State University Tanauan Campus. I believe that my knowledge in management and marketing which tackles mostly in dealing with different individuals, plus an additional skill that I have obtained in the said school made me earned my deep sense of discipline and responsibility which will make me an asset to your institution. I am dependable, courteous, and I can work with less supervision.

I have worked at Governor Benjamin T. Romualdez General Hospital and Schistosomiasis Center in Palo Leyte as a Job Order Clerk assigned at the Health Information Management Section (Admitting/Discharge Section) and Billing Unit for 3 years. I am willing to undergo training and learning to ensure that I do this role effectively and efficiently.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent employee who will make a positive contribution to your institution. I can thus commit my sincere dedication to service, willing to follow and practice the values that are set by your office, which can help maintain and achieve its vision and goals.

Attached here is my personal data sheet for your reference. Should you find my qualifications adequate, I am willing to call up for an interview at your most convenient time.

Sincerely,

DENNIS LAUZON ALVAREZ
Applicant

