

CHERRY GRACE D. SABOROSO

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Brgy. Imelda Baybay City, Leyte

JEFFREY LLOYD L. CAGANDE

August 14, 2025

Director, Alumni and Community Relations Office

Visayas State University

Visca Baybay, Ciity, Leyte

Dear Mr. Cagande

I am writing to express my interest in the Administrative Assistant II (Media Production Assistant) position at the Alumni Office. With a Bachelor's Degree in Agribusiness, I am eager to contribute my knowledge, skills, and commitment that would surely help deliver a good performance of the office.

For almost five years working as document controller in a private company and working here in VSU as Clerk for amost 3 year now, I acquired comprehensive knowledge and skills relevant to office administration, encompassing tasks such as calendar management, meeting coordination, travel arrangements, document preparation, supply inventory management, and event coordination. My experiences has equipped me with a solid foundation to excel in an office administration role.

On the other hand, I am always willing to learn and explore new things for my career growth. This kind of opportunity offered is a great option to have. Hopefully my application will be considered.

Thank you and God bless always.

Sincerely,



Cherry Grace D. Saboroso
Applicant