

Jan Luziel D. Moreno
Zone 1, Barangay Caridad
Baybay City, Leyte 6521
February 10, 2024

Maria Roberta S. Miraflor
Head
Records and Archives Office
Visayas State University
Visca, Baybay City, Leyte

Dear Mrs. Miraflor,

I am writing to express my interest in the Records Officer position at Visayas State University. With a degree in Economics and practical experience gained through an On-the-Job Training at the Department of Environment and Natural Resources, coupled with my previous role as an enumerator, I am confident in my ability to contribute effectively to your team.

During my OJT at the DENR, I was assigned to the records section/unit, where I gained valuable hands-on experience in records management practices. I assisted in organizing, managing, and maintaining records related to environmental activities and regulatory compliance. My responsibilities included conducting data entry tasks, retrieving documents as needed, and providing administrative support to ensure the smooth operation of the records unit. Through this experience, I developed a strong attention to detail and a deep understanding of the importance of accuracy and confidentiality in record-keeping.

Additionally, my previous role as an enumerator equipped me with strong analytical skills and the ability to collect and analyze data efficiently. I collaborated with diverse teams to conduct surveys, gather information, and compile reports, demonstrating my ability to work effectively in a fast-paced environment while maintaining a high level of accuracy and attention to detail.

I am eager to bring my skills in records management, data analysis, and administrative support to contribute to the efficient operation of your records management system.

Enclosed is my resume, which provides further detail about my education, skills, and experience. I am enthusiastic about the opportunity to discuss how my background and qualifications align with the needs of your team. Thank you for considering my application.

Sincerely,
Jan Luziel D. Moreno