

JOEL N. SINAHON

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March 19, 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my keen interest in the **Position Title: Administrative Assistant I (Computer Operator I) with Plantilla Item No.: ADAS1-88-2023** as advertised on Civil Service Website. With my 1 year of experience as assistant supply officer and 2 years as canvasser/buyer in the procurement office of SLSU, I am confident that I possess the skills and dedication necessary to excel in this role and significantly contribute to your institution's success.

In my previous role at Southern Leyte State University, I was responsible in assessing my immediate supervisor, in the inventory of properties, delivering items and materials together with its property tags, maintaining high accuracy rate in inventory tracking, and reducing property damage through proactive maintenance. I am proficient in Microsoft office applications, record-keeping, maintenance scheduling and handling of sensitive materials. I also graduated in BS Information Technology, this allows me to be fit in this position for I am computer literate and updated to technology softwares and system applications.

I am organized and detail-oriented individual with a proven ability to maintain accurate records, manage inventory effectively, and ensure the security and proper upkeep of all assigned properties. I am willing to work flexible hours to ensure that all tasks are completed efficiently.

My PDS together with other documents are attached for your review, provides further details on my qualifications and experience. I am eager to learn more about this opportunity and discuss how my skills and experience can benefit to your institution. Thank you for your time and consideration.

Sincerely,


JOEL N. SINAHON