

Anarose B. Romo

Brgy. Gakat Baybay City, Leyte

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Alicia M. Flores

Head

Budget Office

Visayas State University

Visca, Baybay City, Leyte

Good day Ma'am!

I am Anarose B. Romo, 24 years of age, residing at Brgy. Gakat Baybay City, Leyte. I graduated with a bachelor's degree in Agribusiness from the Visayas State University last August 2022, as a Cum Laude. I would like to extend my great interest in applying for the Administrative Assistant II position at the Budget Office. It has come to my knowledge that your office is currently looking for one through the job posting in the VSU website.

Currently, I am working under the supervision of Mr. Gideon Niel D. Tan, Customer Feedback Officer, at Quality Assurance Center here in Visayas State University- Main Campus. I am tasked to collect, analyze, and generate reports based on the data/ratings and comments I gathered from the survey forms from every office. This experience has strengthened my belief in the significance of feedback for enhancing service quality and customer satisfaction. I am confident that my strong analytical and communication skills, proficiency with Microsoft Office, and prior part-time employment experiences have equipped me with the work ethic, patience, and values necessary to function and be effective as I aim to play this essential role in your good office. My family and my aspirations in life have greatly motivated me to aim for growth in my career.

I am looking forward to hearing from you regarding this letter. Rest assured that I am willing to be trained and open-minded to learning more skills and values from the people that I will be working with in the future. Thank you and God Bless!

Sincerely yours,



Anarose B. Romo