

Al Dean D. Custodio  
Laboratory Aide  
Visayas State University  
Baybay City, Leyte  
addcustodio@gmail.com

Good day sir/ma'am

I am writing to express my interest in the position of **Records Officer I** with job code: YNXCPW at Visayas State University Campus – Records and Archieve Office. My educational background, professional skills, and commitment to efficient administration align seamlessly with the requirements outlined in the job posting.

I am a **Computer Science** graduate at Visayas State University. My recent achievement of passing the **CSC Professional Level** further validates my commitment to excellence in public service. My educational background equips me with the necessary knowledge to contribute effectively to the challenges presented by this role. Working for the past two years at VSU Main Campus – Dept. of Teacher Education allowed me to better understand the workflow and the service that must be done.

Additionally, my proficiency in computer literacy and technical skills, including the ability to operate computer operations and technicalities, file organization with administrative assistant operation, operate and control the number of documents that must be sent in and out, the best and worst-case to handle scenario experienced in my customer service job, and positions me as a well-rounded candidate for this position. In today's dynamic workplace, I recognize the significance of technological competence, and I am keen on applying these skills to enhance the efficiency of administrative processes at VSU Main Campus.

Thank you for considering my application.

Sincerely,



**AL DEAN D. CUSTODIO**