

ROSALYN S. PONLA

Ramon Mendiola Street, Dumalo-ong(Pob.)

Gandara, Western Samar

rosalynsponla@gmail.com

09977259710

December 13, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in the Administrative Officer I (Cashier I) position advertised by the Civil Service Commission Job Portal. With a Degree in Office System Management from Bohol Island State University and 4 years of work experience, I am enthusiastic about the opportunity to contribute to the organization.

In my previous roles at LGU-San Miguel, Ninjavan, and Shopee, I have honed my skills in project management, communication, problem-solving, and decision making.

In addition to my professional qualifications, I bring strong interpersonal and analytical skills, a diligent work ethic, and a deep respect for the principles of public service. I am committed to ensure that I can give all the support and I am prepared to tackle the challenges and opportunities presented by the Administrative Officer I (Cashier I) position.

I look forward to the possibility of discussing this exciting opportunity with you. I am available at your convenience for an interview and can be reached at 09977259710 or via email at rosalynsponla@gmail.com.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

Rosalyn S. Ponla