

**MARIA ROBERTA S. MIRAFLOR**

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Dear Madam,

Good day!

This is to forward my application for the Administrative Officer I position in your good office. I am very pleased and interested in imparting the knowledge and skills I have gained to help the continual improvement of your office.

I completed a degree in Bachelor of Science in Agribusiness at the Visayas State University. I also served as a full-time missionary for two years in Nueva Vizcaya, Ifugao, Cagayan Valley, and Isabela from July 2016 to July 2018. This experience helped me develop set smart goals and make plans, purpose-driven leadership, and problem-solving skills as I served as District and Zone Leader. Also, we keep records of the people we are helping to keep track of their respective progress and for us to better help them according to their needs. I believe that I can learn and grow more as I become part of your respective company.

I am looking forward to working with the people in your respective office and with this, rest assured of my highest competence and dedication to this work.

Respectfully yours,

  
Rolan C. Ricarte