

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Visca, Baybay City, Leyte

To Ms. Colis,

I am writing to express my interest in the Administrative Clerk III position. I recently graduated with a Bachelor's degree in Agriculture, majoring in Agricultural Economics, and I am a licensed Professional Agriculturist. I am excited about the opportunity to contribute to the projects your organization undertakes.

My academic background has given me a strong foundation in resource allocation, financial management, and strategic planning. I believe my analytical skills, developed through my coursework, will help me understand and contribute to the various aspects of this position.

During my On-The-Job training at the Department of Agrarian Reform Provincial Office in Aklan (Land Tenure Improvement Division), I gained hands-on experience in data encoding and document management. I was responsible for accurately inputting land tenure data, organizing records, and assisting in the preparation of reports. This experience improved my attention to detail, ability to manage large amounts of data, and organizational skills.

Additionally, I worked as a Data Controller I under the Department of Health at the Rural Health Unit of New Washington. In this role, I collected and verified health-related data, maintained databases, and generated statistical reports to support public health initiatives. This job required careful attention to detail and proficiency in various data management software. I also learned to handle sensitive and confidential information responsibly. My work contributed to the effective monitoring and evaluation of health programs, demonstrating my ability to manage and interpret complex data sets.

Although I may not have direct experience, I am eager to learn and adapt to the challenges of the Administrative Clerk III role. My strengths include exceptional attention to detail, accuracy, strong organizational and time-management skills, and the ability to handle sensitive information responsibly.

I am confident that joining your team would help me grow as a professional and allow me to make a meaningful impact on the industry. My passion for the field, along with my practical experience, makes me a strong candidate for the position.

Thank you for considering my application. Please let me know if you need any further information.

Best Regards,

A handwritten signature in black ink, appearing to read 'Perlene Joyce B. Dela Cruz', written over the printed name.

Perlene Joyce B. Dela Cruz

Applicant

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