

MARIO LILIO P. VALENZONA

Head

Physical Plant Office

Visayas State University

ViSCA, Baybay City, Leyte

Dear **Engr. Valenzona**,

With a fervent passion to share my knowledge and experience, I am writing this letter to apply for the **Administrative Officer** position for Physical Plant Office that is posted on the VSU-HRIS official website. Please see attached required documents for your perusal. Given my related experience and ample capabilities, I would appreciate your consideration for this job.

I am a graduate of Bachelor of Science in Agricultural Chemistry and hold a Master's degree at Visayas State University, Baybay City, Leyte. I had given the opportunity to work in the sugar manufacturing industry for eleven fruitful years. My experience as a laboratory analyst, where I was promoted to QA Staff, has equipped me with a deep understanding of laboratory skills, concepts and application. My multitask functions taught me how to build a strong relationship with any departments at an organization. I am currently connected in a contract-based job as a Science Research Assistant which will soon terminate this June 2024. I believe that my innovation, collaboration and critical thinking abilities will support and drive your continued organizational success.

Should you have any queries or need any information, you may contact me at 0946-489-4979. I will be available at your most convenient time.

Thank you so much and God bless you more.

Very truly yours,



Maria Rhoda Salas