

April 14, 2023

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Thru: **MANOLO B. LORETO JR.**
Dean
Office of the Dean of Students
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing to express my interest in applying for **Administrative Officer I**, at the Office of the Dean of Students.

I graduated in Bachelor of Science in Business Administration Major in Human Resource Development and Management at FCIC. I am a *Second Level Career Service Eligible (Professional)* with a passing score of 81.5%. Currently I am a job order employee, with a 3 years plus work experience as a Clerk/Administrative Aide I and designated as a Document Records Controller at the Physical Plant Office in Visayas State University, I also worked for 1-year and 3 months as an Accounting Staff at LGU Baybay, and had a 300 hrs. job training at Baybay City Water District, as an assistant of the record officer.

I am applying for this position because I want to utilize and input my knowledge, skills and trainings in your good office to contribute and to help in improving the good services you are giving to your clients. I believe that being an Administrative Aide for 3 years plus, I have been equipped with the necessary knowledge, skills and attitude, that I can utilized to the position I am applying for. I already have a broad knowledge when it comes to computer programs, I am able to work under pressure, I manage my time well, and I strive to be able to discover new learnings as I prepare myself for bigger opportunities that I want to achieve in the future.

Kindly review my attached personal data sheet for further details. You can contact me anytime at **09632652616** or send me an email at alfemaeannmarinay@gmail.com or alfe.marinay@vsu.edu.ph. I am hoping for your kind consideration regarding my application.

Thank you and May God bless you with more blessings.

Respectfully yours,



ALFE MAE ANN E. MARINAY
Applicant