

**LOVELY JOY M. PACATE**

Brgy. Maybog, Baybay City, Leyte

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0948-9422-920

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**QUEEN-EVER Y. ATUPAN**

Head

Cash Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to express my strong interest in the position of **Administrative Officer I (Cashier I)** as advertised. Although my background does not include formal administrative or cashier-related experience, I am confident that my strong computer literacy, organizational skills, and enthusiasm make me a valuable candidate for this role.

I recently completed my Bachelor's degree in Secondary Education at Visayas State University, and I am a PD 907 eligible. I have developed a solid foundation in computer operations and am proficient in using a wide range of software tools, including Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets), and various email management and data entry systems. I believe these technical skills, along with my keen attention to detail and ability to quickly learn new software, will allow me to effectively contribute to your team.

In addition to my academic background, I have gained practical experience in organizing and managing information through personal projects and volunteer roles. These experiences have sharpened my multitasking abilities and helped me develop a strong sense of responsibility when handling records and other administrative tasks. I am confident that these transferable skills, combined with my desire to grow professionally in an administrative capacity, will enable me to excel in the Administrative Officer role.

Enclosed in this letter are other relevant documents for your consideration. I would welcome the opportunity to discuss how my qualifications and passion for efficiency can contribute to the success of your office. I am available at your convenience and can be reached by phone at 0948-9422-920 or via email at [lovelypacate07@gmail.com](mailto:lovelypacate07@gmail.com).

Thank you for considering my application. I look forward to the opportunity to speak with you further.

Respectfully yours,



**Lovely Joy M. Pacate**

Applicant