

January 28, 2024

HONEY SOFIA V. SOLIS
Director, HRMO
VSU Baybay

Dear Ma'am Solis;

Good day!

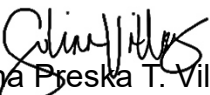
I am writing in response to your job posting at the VSU Website for the position of Administrative Officer IV for Quality Assurance Office. Based on the requirements listed, I feel that my skills and experiences is a perfect match for this position.

In addition to my communications, clerical and technical skills, I bring the following experiences:

- Proficient in MS Office Suite, Word, Excel, Outlook and Powerpoint
- Able to multi-task in a fast-paced environment and can handle multiple tasks while maintaining positive work attitude.
- Community-based job experiences involving empowerment and interaction
- Committed to credible public service
- Budget management, government accounting and cash disbursing related work experiences
- Documents and record management
- Familiarization and exposure to government related transactions, procurement and processes.
- Team player and can provide any administrative/operational support
- Can maximize office efficiency and implement best practices in partner relations and workflow management.

With this, I believe I can offer exactly the kind of support necessary in this academe. I have enclosed my Personal Data Sheet and other pertinent documents for your review. If you have any questions or would like to schedule an examination and interview, please do notify me by e-mail jolinapreskavillones@gmail.com or you may call/text my personal number 0961-886-8461/0935-941-4088.

Sincerely Yours,


Jolina Preska T. Villones
Applicant