

May 20, 2021

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Through:

HONEY SOFIA V. COLIS

Director
Office of the Director for Human Resource Management
Visayas State University

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance
Visayas State University

Dear Ma'am and Sir:

Good day!

I have read from a post on the VSU HRIS page that your good office is in need of an Administrative Aide III. I am writing to express my interest to apply for the said position.

I am Joanah Louiela O. Boleche, 26 years old and a graduate of Bachelor of Science in Management at the University of the Philippines Visayas Tacloban College. I am computer literate, hardworking, can easily follow instructions, responsible and I am a reliable person with regards to work. I am willing to get trained and open to constructive criticisms. I am currently working in the university as an Administrative Aide I, assigned in the Office of the Head of Accounting.

My other experiences include being a Census Area Supervisor assigned in Baybay City for the 2020 Census on Population and Housing where I oversee 31 enumerators and 5 team supervisors. I was also an Administrative Aide for the National Household Targeting System of the Department of Social Welfare and Development Region VIII where I also performed similar tasks which includes, but are not limited to, reviewing and ensuring the completeness, accuracy and consistency of data gathered through field interviews before the submission of the required documents to the Head Office on time. I also worked as a field enumerator for the National Household Targeting System last 2014 and was assigned in the municipality of Hindang in Leyte. Through my coursework and work experiences, I have acquired good communication skills in performing secretarial and recordkeeping tasks, most especially in preparing reports, making communication letters and documenting activities. I passed the Career Service Eligibility (Professional Level) last April 17, 2016 with a general rating of 87.77%.

I have attached my resume for your review. I am willing to come for an interview at your most convenient time. Please contact me via email at joanah.boleche@vsu.edu.ph or through my mobile phone number at 09613401635. Thank you for your time and favorable consideration.

Respectfully yours,


Joanah Louiela O. Boleche
Applicant