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**MATTHEW EMAN  
ANGELO M. ESTEMBER**

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**OBJECTIVE**

To enthusiastically contribute to the innovative projects and collaborative environment the Department of Education, driving toward shared success.

To whom this may concern,

I am writing to express my interest in the position Administrative Officer, as advertised. With a strong background in administrative jobs, Instruction and project management, and hospitality industry, I am confident in my ability to contribute effectively to the department and achieve the its goals.

Throughout my career, I have developed a diverse skill set that includes multi-tasking, high pressure projects and of course skills as an instructor since I have already acquired an experience within Visayas State University DTHM and other jobs from private companies. These experiences have equipped me with the ability to facilitate, project management, fast paced movement to keep up with deadlines.

Furthermore, I am excited about the opportunity to be a part of VSU HRMO. I am confident that my skills and experience make me a strong candidate for this role, and I am eager to bring my unique perspective to your department.

Thank you for considering my application. I am looking forward to the possibility of contributing to VSU HRMO and would welcome the opportunity to discuss how my skills and experiences align with your needs in more detail.

Sincerely,

Estember, Matthew Eman Angelo