

December 09, 2024

RAYMUND M. IGCASAMA

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Thru : **HONEY SOFIA V. COLIS**
Director, HRMO

Dear Sir,

I am writing to express my interest in the Administrative Assistant II / Data Entry Machine Operator II position in your office. With my educational background and relevant work experience, I am confident in my ability to contribute effectively to your team.


I graduated from Visayas State University with a degree in Bachelor of Science in Agricultural and Biosystems Engineering. Currently, I work as an Energy Efficiency and Conservation (EECO) Support Staff, where I handle data inventory and reporting tasks, including conducting comprehensive inventories, categorizing data, and preparing monthly reports. This role has strengthened my attention to detail, organizational skills, and proficiency in data entry.

In addition, I have experience operating printing machines in a Printing Press environment, where I gained practical skills in machine operation, maintenance, and producing quality printed materials. This experience has further developed my technical proficiency and ability to work efficiently under deadlines.

I am eager to apply these skills to support your office's mission of delivering efficient public service. I am dedicated, adaptable, and confident that I can handle administrative tasks accurately and effectively.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experience align with your needs.

Very truly yours,



JANMARK P. CASTAÑEROS