

RICHARD THOMAS R. AGBISIT

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October 25, 2024

PROSE IVY G. YEPES

President
Office of the President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes,

I am writing to express my interest in the Administrative Assistant position. With a degree in Biology, and a major in Marine Biology, and my current role as a Science Research Assistant, I believe I possess the skills and experience necessary to contribute effectively to your team.

In my current position, I have honed my organizational and administrative skills, managing various tasks including transcription, document processing, data entry, and data collection. I have become proficient in maintaining accurate records and ensuring efficient workflow, which I understand is essential for the role of an Administrative Assistant.

I believe my background in science, combined with my administrative experience, makes me a well-rounded candidate for this position. I am enthusiastic about the opportunity to support your organization and help streamline your operations.

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

Sincerely,



RICHARD THOMAS R. AGBISIT