

November 29, 2023

NORBERT JOHN O. VILLAS

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ALICIA M. FLORES

Head, Budget Office
Visayas State University
Baybay City, Leyte

Dear **Ms. Flores**,

I am writing to express my strong interest in the Administrative Officer II position within your Budget Office, as advertised. With a proven track record in administrative roles and a keen eye for details, I am confident in my ability to contribute effectively to your team.

In my current role as an Education Research Assistant I and Student Internship Program Coordinator at the Office of the Vice President for Student Affairs and Services, I honed my organizational and multitasking skills, successfully managing various administrative tasks while ensuring the accuracy of the reports. It has also equipped me with the ability to manage diverse responsibilities efficiently. I am adept at quickly learning new processes and technologies, a trait I believe will be valuable in a dynamic Budget Office environment.

I am eager to join a team that values excellence and innovation. While I may have yet to gain direct cashier experience, I am willing to undergo any necessary training and bring a fresh perspective to the Budget Office role.

Thank you for considering my application. I look forward to discussing how my skills and enthusiasm for learning can contribute to your team's success.

Sincerely,

NORBERT JOHN O. VILLAS