

December 13, 2023

Honey Sofia V. Colis
Director, HRMO
VSU, Baybay City, Leyte

Dear Ma'am,

With respect to the advertisement for a vacant position in VSU Main HRMO, I would like to put forth my application for the position of **Administrative Assistant II** with the Plantilla No. **ADAS2-82-2023**. I am a graduate of Bachelor in Science in Food Technology. In the course of my education, I learned technical and practical knowledge and skills in preserving and conserving varieties of food products including dairy products which I acquired it through scientific research.

When I was employed at PCC at VSU, I was able to implement and used my knowledge and skills in preserving and conserving foods and dairy products and have positive impacts on the production of milk products of the association in which I assisted, thus improved their productivity and efficiency.

Currently I am still in PCC at VSU as a Quality Control Inspector and working with the association to further improve their productivity and efficiency including their knowledge and skills in conserving and preserving dairy products. As Quality Control Inspector, I was also involved in other PCC related activities such as assisted bookkeeper in preparing documents for the attachments of payroll and sorting of documents, as well as Facilitates trainings on Proper Milk Handling and product demonstrations on Dairy Products Processing among farmers under Carabao Based Enterprise Development and Carabao-based Business Improvement Network Project.

Given an opportunity to be an Administrative Assistant II, I pledge to utilize the best of my skills and knowledge to help VSU Main HRMO in attaining its mandates, mission, vision, and goals. Kindly find more details of my academic record, training and job description and responsibilities in my resume and work experience sheet attached herewith. You may contact me in my mobile number 09203765655 anytime for an interview and to discuss my profile in detail.

Thank you very much for your interest in my application.

Sincerely your


Jeur N. Casio