

May 31, 2024

Ms. Maria Roberta S. Miraflor

Head
Records and Archives Office
Visayan State University
Visca, Baybay City, Leyte
Philippines, 6521

Dear **Ma'am**:

I am writing this letter in response to your job posting on the VSU HRMIS platform for Administrative Aide VI on permanent position. The listed empty position piques my interest since, first and foremost, I want to advance in my career. Second, the aforementioned office's role is equally relevant to my present role in my designated office. Finally, I am confident in applying for the aforementioned position because I believe I have an extremely functional support system in my current position, which is a huge asset; I can respond to requests quickly, effectively multitask, handle pressure, and am very accommodating to my clients and colleagues.

At the present, I work as a permanent Administrative Staff in the Dean's Office at the College of Forestry and Environmental Science, where I assist the Dean with clerical responsibilities such as drafting important letters that he intends to send to his constituents for information and compliance purposes. In addition, I am adept at filing and organizing documents, whether hard copy or soft copy, and am excellent at utilizing and budgeting the CFES yearly budget for supplies and other office needs. Given my existing successes, I trust I could be of substantial help in the functioning of the Records and Archives Office.

I would be grateful for the chance to be interviewed at your most convenience. Should you have any more queries, please do not hesitate to contact me at +639169108769; I am available at all times. Please find my résumé attached for your perusal.

I am hoping this letter merits your attention and kind consideration. Thank you, and God bless.

Sincerely yours,



JESIBEL L. MUERTIGUE