

From: SIMPROSO ANDRADE ARQUILLANO JR

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To: HONEY SOFIA V. COLIS

Director, HRMO VSU, Baybay City, Leyte

Greetings!

I have recently come across a job posting on the Civil Service Commission job portal for the Administrative Aide VI (Clerk III) position at the VSU MAIN (Accounting Office).

With 17 years of solid work experience at M. Lhuillier Financial Services Inc., I have honed my skills in computer system operations, cash handling, basic accounting, organizational, administrative and managerial tasks. My strong values of integrity, honesty, professionalism, and commitment make me an ideal candidate for this role. Furthermore, my passion for continuous learning and innovation sets me apart and will bring significant value to your office.

I am applying for the Administrative Aide VI position with confidence in my ability to excel in this role. I am available for an interview at your earliest convenience. I anticipate a positive response and have enclosed my completed PDS and other necessary documents. Thank you for considering my application. I eagerly await your prompt reply.

Best regards and God bless.

Sincerely Yours,

Simproso Andrade Arquillano Jr.