

February 04, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ma'am:

Greetings!

I have heard from a reliable source that the **VSU Main** has a vacancy and I'm interested in applying. I am Sheena Mae D. Sagarino, single and a resident of Cabulihan, Maasin City. I graduated with a degree of Bachelor in Information Technology at Saint Joseph College and applying for the position of **Administrative Aide VI (Clerk III) with Plantilla Item No. ADA6-76-2004 to be assigned at the Procurement Office**. My general qualification and capabilities quite match with the requirements needed for the position.

I've spent a year and six months as an Encoder in PCDD Web Technology Inc. wherein I perform data entry tasks and maintaining files. Also, I've spent two years as an Accounting Specialist in Akap Lending Investor Corporation wherein I provide accounting and clerical support to the accounting department. I help in preparing the monthly consolidated financial statement and I supplemented my accounting duties with general office support, answering phones, making vouchers and filing soft and hard copies of financial documents. It can be a guarantee for me to work well in your office. I am a trustworthy and a detail-oriented individual with a good communication skill to cooperatively work with different kinds of people.

I hope you will consider my case favourably and provide me with an opportunity to serve the office with my work and dedication. I have enclosed my requirements for further information to discuss specific needs regarding the posted position. I would be open for an interview at your most convenient time. You can contact me through this mobile number: 0951-852-1344 and through my email address: sheenamaesagarino19@gmail.com.

I look forward to hear from you soon.

Sincerely,

SHEENA MAE D. SAGARINO

Applicant