

June 20, 2025

Mr. Raymund M. Igcasama

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Igcasama,

Good day!

I am writing to express my sincere interest in the position of **School Credits Evaluator** at Visayas State University. As a proud graduate of the university with a **Bachelor of Science in Agribusiness**, I am eager to contribute to its academic operations and uphold its commitment to quality education and service.

My experience as a **Receptionist at Motor Ace Baybay** has equipped me with valuable skills in customer service, document handling, and front desk operations. I am familiar with clerical tasks, records management, and assisting clients in a professional and efficient manner. These responsibilities have prepared me to contribute effectively in an office setting that requires accuracy, organization, and confidentiality.

I passed the **Career Service Professional Examination** last March with a rating of **86.03%**, granting me eligibility for first and second-level positions in the government. I am also proficient in **Microsoft Office applications**, and I possess excellent organizational and communication skills. I believe these qualities are important in carrying out accurate and reliable evaluation of academic records.

Attached are my Personal Data Sheet (CS Form No. 212), diploma, transcript of records, certificate of eligibility, and other supporting documents for your evaluation.

I would appreciate the opportunity to be part of your esteemed office. Thank you for considering my application.

Respectfully yours,

Andie Lee V. Galenzoga

School Credits Evaluator Applicant