
JHEZEL B. OQUIAS

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TO: **QUEEN-EVER Y. ATUPAN**

Head

Cashiering Office

Visayas State University

Visa, Baybay City, Leyte

Good day!

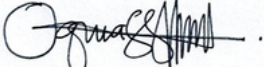
I am writing to express my interest in the position of Administrative Aide VI at your office. With over two years of experience at Cantilan Bank, Inc., I have successfully navigated a progression of roles—from Teller to Customer Relations Associate, to Loan Processor and now back to teller. These positions have allowed me to develop a strong foundation in customer service, problem-solving, and administrative functions, all of which I am eager to apply in a new professional setting.

My experience in the banking sector has not only honed my technical skills but also instilled in me a strong work ethic, attention to detail, and a passion for continuous learning. Throughout my career, I have built lasting relationships with clients and colleagues, demonstrated a commitment to excellence, and taken initiative to drive positive outcomes. I am confident that my ability to manage multiple responsibilities efficiently and with precision would make me a valuable addition to your team.

I am excited about the prospect of contributing to your office and I am keen to learn about your systems and processes to provide optimal support to your administrative functions. I would greatly appreciate the opportunity to discuss how my skills and experience can align with and support your team's objectives.

Thank you for considering my application. I look forward to the possibility of meeting with you to further discuss how I can contribute to the success of your department.

Sincerely


JHEZEL B. OQUIAS