

April 2, 2025

MARIA ROBERTA S. MIRAFLOR
Head, Records Management and Archives
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms Miraflor**:

Peace-filled Greetings!

I am writing to express my interest in the **Administrative Aide VI (Clerk III)** position currently available within your esteemed department.

My name is Shara Liz D. Brehonio, and I am a resident of Inopacan, Leyte. In my current position at the Quality Assurance Center, I manage various administrative responsibilities, including filing, typing, copying, and scanning. My role requires a high level of accuracy, particularly as I prepare and track documents for ISO audits and the Philippine Quality Award (PQA) accreditation. I am particularly proud to have contributed to the successful renewal of our ISO certification this year, which reflects my dedication to upholding high standards and my ability to perform well under pressure.

Previously, at PhilSys, I was responsible for managing registration kits for the National Identification Card and providing both administrative and customer service support. This experience helped me develop strong skills in computer operations and customer relations, allowing me to efficiently handle a wide variety of tasks.

I am excited about the opportunity to bring my skills and experiences to your team and contribute to the smooth operation of your department.

With this, rest assured of my dedication to this dignified mission. I hope that my above request merits your kind, understanding, and favorable response. Please feel free to contact me at 09286296510 or at sharalizbrehonio@gmail.com.

Thank you and Godspeed!

Respectfully yours,

SHARA LIZ D. BREHONIO
Applicant