

December, 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visca, Baybay City, Leyte

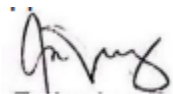
Dear Ma'am Colis,

I am reaching out to you regarding the Admin Aide IV position posted on the VSU Portal. I am interested in this position and would appreciate being considered as a candidate for it.

I have been employed at VSU as a clerk for over two years in the Payroll and Leave Benefits Office, where I serve as the Payroll and Leave Administrator for regular employees. Prior to my current job, I was an AACCUP data encoder at the Department of Animal Science for eight months. I also worked for over three years as a Frontline Associate at MLhuillier Financial Services Inc., gaining extensive experience in client interaction and processing financial transactions such as remittances and jewelry transactions. Additionally, in 2014, I worked as an Office Staff in UCPB Makati's Leasing and Finance department, where I was responsible for organizing and inputting crucial personal and financial data for clients. Through these experiences, I have developed expertise in my field, and I am eager to continue learning and growing in my professional journey.

For more information, I have attached my resumé. I look forward to hearing from you on the next steps in the hiring process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Reinalyn P. Gumba'.

Reinalyn P. Gumba

Applicant