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**RYSAN C. GUINOCOR**  
**Head**  
**Office of the Data Protection Officer**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

**Dear Mr. Guinocor,**

I am very interested in the entry-level position of Administrative Aide III (Clerk I) and skills and your required competencies match the requirements mentioned in your advertisement posted.

I provided a complete look at my skills relevant to this position, but here is a brief outline of what I can contribute to your program. I am a fresh graduate degree in Criminology at Holy Spirit College Foundation Tacloban City, Leyte.

As a Criminology graduate, I have the ability to handle the primary tasks as an Administrative Aid. I have the ability to review the paperwork, look for inconsistency and when all information is confirmed, process the documents.

I also have the ability to create a system that is easy to access so information can be retrieved in a fast and efficient manner. I can use data and word processing software proficiently and I have the ability to learn new programs and systems quickly.

I have excellent multitasking skills with the ability to pay close attention to detail to ensure accuracy. I am energetic with the ability to work independently but I can also communicate and work well as part of a team to get the jobs completed by the deadlines. I can provide excellent customer service by always treating clients with respect and providing friendly, professional service.

You can reach me for an interview by calling **09309043855** and I hope to meet with you soon to talk about the position in more detail. I have also attached my resume and other documents will be followed considering that I am fresh graduate. I am hoping for your consideration.

Very truly yours,

**SHERWIN G. GRADO**