

January 5, 2025

**Ma. Denielle U. Corman**

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**Honey Sofia V. Colis**

Director, HRMO

VSU, Baybay City, Leyte

Dear Ma'am,

Greetings of peace and salutations!

I am Ma. Denielle U. Corman, a fresh graduate with a Bachelor of Science in Economics major in Business Economics from the Visayas State University, Visca, Baybay City, Leyte. I am writing to express my interest in the **ADMINISTRATIVE AIDE VI (CLERK III)** Plantilla Item No. **ADA6-99-2004** at VSU Main (FMO). I believe that my skills, pre-professional experiences, and educational background will make me a very competitive candidate for this position.

I recently obtained Honor Graduate Eligibility from the Civil Service Commission after graduating Magna Cum Laude. During my on-the-job training at the Philippine Statistics Authority – Leyte Provincial Statistical Office in July 2023, I worked as an intern in the Budget Unit. In this role, I gained valuable experience in financial operations, including checking and computing salary, training, and travel claims. I managed supporting documents for disbursement vouchers, processed payroll, and issued payment slips. I handled the encoding and contributed to the efficient management of financial reports and records. Additionally, my work immersion at the Imelda Chu Mendoza Accounting Office further developed my skills.

I am confident that my knowledge, skills, work experience, and dedication would allow me to perform effectively in this role. I am eager to learn and adapt to the demands of the position and contribute to the university's mission.

I have attached my resume for more detailed information and other documents for your reference. I am hoping that you may consider the merit of my application and I am available for an interview. You may contact me through my phone number or through my email, at your most convenient time. Thank you for taking the time to read my application.

Sincerely Yours,

  
**MA. DENIELLE U. CORMANES**  
Applicant