

January 06, 2025

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Baybay City, Leyte

Dear Ms. Colis:

I am writing to express my interest in applying for the position of **Administrative Aide VI (Clerk III) with an Item No. ADA6-99-2004** to be assigned in Finance Management Office.

I graduated from Biliran Province State University in 2022 with a degree of Bachelor of Science in Business Administration. I previously worked as a Teller at China Banking Corporation in Ormoc City where I handled various customer financial transactions. I was also an Accounting Clerk for almost a year at International Pharmaceuticals, Inc. in Ormoc City and was mainly responsible for receiving and recording remittances. I am a passionate and hard-working person, and I am eager to learn new things from your organization and from this experience. I do believe I possess the qualifications and skills for your offered position.

I hope to schedule an interview with you in the near future. You can contact me through my mobile phone at 09771601403 or through my email, casasthessamae@gmail.com. I look forward to making contribution as part of your organization.

Thank you for your time and consideration.

Sincerely,


THESSA MAE S. CASAS
Applicant