

November 2, 2021

ALFE MAE ANN E. MARINAY

Barangay Ga-as, Sitio Pikas
Baybay City, Leyte, Philippines
09514644645

HONEY SOFIA V. COLIS

OIC Director, ODHRM
Visayas State University
Baybay City, Leyte, Philippines
jobs.vsu.edu.ph

Dear Ma'am,

Greetings!

I am writing to express my interest in applying for **ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)**

I graduated with *Bachelor of Science in Business Administration* at Franciscan College of the Immaculate Conception. I have passed the *Civil Service Examination in Professional Level* with a passing score of 81.5% last March 2018. Currently, I am now 2-years plus working as an *Administrative Aide I/Clerk I* at the Physical Plant Office in Visayas State University, and I also had a *1-year and 3 months* experience being an Accounting Staff at LGU Baybay. I also had my *300 hrs.* Job training at Baybay City Water District, as an Assistant Record Officer doing basic clerical works.

As an employee with experience and training in doing clerical works, I am confident that I am suitable for the position I am applying for. Please review my attached resume for further details.

You can contact me anytime at **09203429869** or send me an email at **alfemaeannmarinay@gmail.com**. I am hoping for a highly favorable response regarding my application.

Thank you and May God bless you with more blessings.

Sincerely,



ALFE MAE ANN E. MARINAY
Applicant