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Cashiering Office

Visayas State University

Visca, Baybay City, Leyte

Dear Mr./Ms. Atupan,

I am writing to express my sincere intent to apply for a position under the Cashiering Office of Visayas State University. As a graduate of Bachelor of Science in Agribusiness and a proud Viscan, I am excited about the opportunity to contribute to the financial and administrative functions of the university that shaped my academic foundation.

My previous work experiences have equipped me with the skills needed for this position. I served as a part-time Administrative Staff at the Philippine Port Authority, where I was responsible for preparing and sorting official documents monthly. This role taught me the importance of accuracy, time management, and confidentiality key qualities needed in handling financial records and transactions.

I also completed my On-the-Job Training at Anita's Home Bakeshop Inc., where I assisted in cashiering tasks such as issuing receipts, monitoring sales, and recording daily transactions. This experience helped me develop attention to detail and a strong sense of responsibility in managing cash and documents.

In addition, I worked as a student assistant at the University Registrar's Office at VSU. During this time, I handled official documents, assisted in student transactions, and became familiar with university processes. This role trained me to interact professionally with students and staff, a quality essential in cashiering work that involves constant front-line service.

These combined experiences have strengthened my organizational skills, accuracy in handling data, and ability to work under pressure all of which are crucial in cashiering operations. I am confident that my background, familiarity with the university system, and dedication to honest service make me a strong candidate for this position.

Thank you very much, and I look forward to your positive response.

Respectfully yours,

Clarence D. Eralino