

VICTOR FELINO CRUZA CALUNANGAN

✉ vfcapunangan@gmail.com

☎ +63 920 524 5032

📍 Zone 2 Brgy. Guadalupe, Baybay City, Leyte

July 23, 2020

Lourdes B. Cano

Director

ODAHRD

Visayas State University

Dear Director Cano,

I wish to submit my application to apply for Administrative Aide, which I saw on VSU Facebook page. I believe that my experience, education, and skills will be fit for any clerical positions that the University may require.

In my internship with Guardian Four Aces, a shipping company, I have experience processing documents with various offices such as Philippine Ports Authority and Philippine Coast Guard. Experiences such as data entry, scanning, issuance of tickets and answering telephone calls and other inquiries.

I am a flexible team player and can adapt to various situations that may occur and handle any additional assigned duties. In summary, I am an extremely friendly and organized professional with proven administrative skills.

Enclosed is my updated Personal Data Sheet for your review.

Thank you for your time and consideration.

Sincerely,



VICTOR FELINO C. CALUNANGAN

Applicant