

May 09, 2024

ALICIA M. FLORES
Head
Budget Office
Visayas State University
Visca, Baybay City, Leyte

Dearest Ma'am,

I am expressing my interest in the Administrative Assistant II position in your respective office.

I certainly understand that there are other applicants who are interested in this position but still want to try and hope that my application will be considered.

Just a little information about my previous job is that I have spent more than five years of service in a private company in Cebu as a Customer Service Associate. My main job was to provide customer service support to different clients through case review and outbound calls. I also handled post-purchase support in which I will process order replacement/refund and contacting customers through emails. Within those years of service, I was then promoted as Subject Matter Expert (SME) assigned in handling teams, technical support and provided support to new endorsed employees.

Currently, I am working at the Visayas State University-Main Campus, specifically, in the Accounting Office as remittance-in-charge assigned to prepare and process remittances to various connected government agencies (BIR, GSIS, Philhealth, Pag-IBIG, etc) and prepare monthly reports and data ensuring that payment deadlines are met. But before that, I was also assigned in payroll posting for Job Order and Casual staffs and prepare salary deductions.

I truly believe that though my current and previous job experiences, I am capable of handling customer concerns and that I can do everything I set my mind into. I am willing to get more trainings relevant for future tasks given and acquire new learnings in a new environment through your guidance and colleagues' support. I feel that I will not only be of great use, but I am also confident that I will be a successful leader to my co-workers.

If given a chance, please feel free to notify me thru email elizabeth.pasa@vsu.edu.ph or mobile 09280831200.

Respectfully yours,



Elizabeth D. Pasa