

**Brgy. Sta. Cruz  
Hilongos, Leyte**

**Dear Ma'am/Sir,**

**Warm Greetings!**

I have seen your post in your VSU job portal, you are currently looking for *Administrative Aide VI (Clerk III)*. Please consider my application, given my skills and credentials and work experiences. In my previous job at Pryce gases Inc., I am in charge in overall transaction of the branch (Jaro Leyte Branch). This transactions involves everyday sales reports, monitoring's and sales deposit. Which I think could be an edge for me in this position. I can assure you that I will be efficient and effective enough in this job. And also it is my long desire to work and serve in my Alma Matter because I'm a Viscan as well. My resume is attached herewith.

I shall be glad to come for an interview or over the phone interview at a time most convenient to you. Please feel free to contact me anytime with these number 0965 133 2535.

Sincerely yours,

  
**ARLIE N. SALES JR.**

Applicant