

APPLICATION LETTER

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HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

I wish to apply for the position title of **Administrative Aide IV (Clerk II) plantilla item no. ADA4-150-2004** to be assigned at VSU-Main (Procurement) as posted on CSC job portal.

I have completed my Bachelor' s Degree in Agribusiness at Visayas State University-Main Campus last 2022 of August with Latin Honors. I also worked as a field enumerator at Department of Agriculture-Agricultural Credit Policy Council (DA-ACPC). Recently, I have been working as a branch clerk for over 15 months at Pacifica Agrivet Supplies, Inc. (PASI).

During my time as a branch clerk at Pacifica Agrivet Supplies, Inc., as well as during my previous experience in field interview to farmers, I have had to develop and maintain strong communication, organizational and time management skills in order to efficiently and effectively manage farmer' s queries and company' s transactions.

Throughout my employment history, I have learned to juggle and hone my clerical abilities and responsibilities with general administration and customer service tasks. This has also helped to develop my organizational skills and has strengthened my ability to multitask.

I believe the strong educational foundations and employment experience I have had make me an ideal candidate for this position. I look forward to discussing things with you regarding this matter.

Sincerely,

JESSEL JENE C. DALAGAN