

June 26, 2025

**QUEEN-EVER Y. ATUPAN**

Head  
Cashiering Office  
Visayas State University  
Visca, Baybay City, Leyte

Ma'am:

Good day!

I am writing this letter to express my interest in applying for the Administrative Aide VI (Clerk III) position. I am confident that my experience in the office environment, achieved education, and relevant skills would be a great contribution to your office.

In my previous role at Ritemeat Marketing, I executed billing tasks and recorded information in company databases, improved and verified accuracy of billing data by diligently reviewing invoices and reconciling discrepancies, assisted with month-end closing procedures, contributing to an organized and punctual financial reporting process, and demonstrated excellent time management skills by prioritizing tasks and meeting deadlines in a fast-paced high-volume work environment. In my role at MSS Cycle Trading, I usually entertained and responded to customer inquiries and enhanced customer satisfaction by addressing and resolving customer concerns and complaints in a timely manner.

With my work experience, training and values, I believe I am competent enough to handle any demands that the position may require. I can also serve as an asset in your office because of my deep desire to whatever task I am assigned to.

I look forward to speaking with you more about my qualifications. Enclosed are my contact information and supporting documents.

Sincerely,

  
Ms. Sheena Marie G. Guzman  
09979813156

sheenamarieguzman524@gmail.com  
Administrative Aide VI (Clerk III) - Applicant