

Helen P. Itable  
Baybay City, Leyte, Philippines, 6521  
[helenitable09@gmail.com](mailto:helenitable09@gmail.com)  
09289233760  
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HONEY SOFIA V. COLIS  
Director, HRMD  
VSU, Baybay City, Leyte

Dear Ma'am,

I am writing this application letter to express my interest in the position of Administrative Aide IV (Clerk II) assigned to the University Registrar, as posted on your website.

I graduated with a Bachelor of Science in Agribusiness from Visayas State University in 2022. Since then, I have gained experience in various roles, including data enumerator, customer service representative, and most significantly, as an office clerk. The most relevant job that I had which is related to the position that you're hiring was an office clerk. I served as an Office Clerk at MJMiles Hardware and Construction Supplies for over a year. In this role, I was responsible for various clerical and administrative tasks such as preparing payroll for construction workers, managing sales and expense records, document filing, encoding, printing, scanning, photocopying, and occasionally filing BIR forms online. This experience helped me develop strong organizational skills, time management, strong work ethic, and attention to detail. I know that my experience will help me in this available position that you offer. I believe my previous jobs has equipped me with the necessary skills and a solid work ethic that will allow me to contribute meaningfully to your office. I understand that there is always room for growth, and I am eager to learn and adapt through persistence and dedication. I hope that you will take some time at your convenience to read my resume along with this application letter. If you think I meet the qualifications you need, I am very willing to come for an interview at your most convenient time.

Thank you very much for your time and consideration. I look forward to your favorable response. God bless you, and More power to you.

Sincerely,  
  
Helen P. Itable