

June 01, 2024

HONEY SOFIA V. COLIS
Director, HRMO
VISAYAS STATE UNIVERSITY
VSU, Baybay City, Leyte

Dear Director Colis,

I am writing to apply for an available Administrative Officer V (Cashier III) position with Plantilla Item No ADOF5-29-2023 under VSU MAIN (Cash Office) which was posted in the Civil Service Commission portal. I am very much willing to take on the pre qualifying exam for an administrative position.

To be part of your office is very appealing to me, and I believe that my experience and credentials make a highly competitive candidate for the position in the administrative department. My key strengths that would support my success if I will be considered on the position:

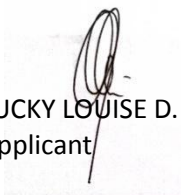
- I am very diligent on my work and keen to details
- I always strive for excellence
- I am very willing to undergo trainings to help in honing my skills that will be needed to my task

I am a BS Management graduate with years of experience in banking, handling leadership roles in the bank institution for the last nine years. I believe I will be able to contribute to the administrative task that may include accounting and finance. Working with the bank gave me experience in customer service as well as developing my character with diligence and trust worthiness. Please see my resume for additional information on my educational attainment and work experience.

I can be reached anytime thru email at [lucky.louise.abillar062189@gmail.com](mailto: lucky.louise.abillar062189@gmail.com) or thru my mobile number at 09178284163.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,


LUCKY LOUISE D. ABILLAR
Applicant