

Zone 5, Brgy. Guadalupe
Baybay City, Leyte
August 26, 2024

DR. PROSE IVY G. YEPES

University President
Visayas State University
Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear Dr. Yepes:

I am writing to express my interest for the Administrative Aide VI (Clerk III) position in the Budget Office at the Visayas State University Main Campus, as advertised. With a strong background in finance, exceptional organizational skills, bookkeeping, and a keen eye for detail, I am confident in my ability to contribute effectively to your team.

I am particularly drawn to Visayas State University due to its reputation for excellence, and its commitment to promote equal employment opportunity to all men and women at all levels of position without discrimination. I believe that my skills align with the requirements for the Administrative Officer role, and I am eager to bring my expertise to your esteemed organization.

Here are some key qualifications and experiences that make me a suitable candidate for this position:

- Proven experience in handling cash transactions accurately and efficiently.
- Exceptional mathematical skills and attention to detail.
- Strong customer service skills, ensuring a positive and professional interaction with clients.
- Extensive experience in office management and administrative tasks.
- Solid proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Exceptional organizational and multitasking abilities.
- Strong communication skills, both written and verbal.

In my previous role as a bank teller at Landbank of the Philippines, I successfully managed cash transactions, balanced daily registers, and provided excellent customer service. Throughout my two years of experience in the bank and accounting roles, I have honed my skills in maintaining accurate financial records, overseeing payroll functions, and ensuring compliance with relevant regulations.

I am confident that my skills and qualifications make a strong fit for the Administrative Aide VI position. I am eager to contribute to the success of your team and am excited about the opportunity to grow with Visayas State University.

For further details, please refer to my attached Personal Data Sheet (PDS) and Transcript of Records (TOR). I am willing to present myself for an interview and discuss how my education and experience are consistent with your needs in your most convenient time. You can contact me through my mobile number, 09286854901 or my email: kerryuy@gmail.com.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your organization.

Respectfully yours,



KERRY U. SUDARIA