

April 25, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

Director, ODHRM

Respected Madam/Sir,

I'm writing to express my interest in the following available position;

-Administrative Aide III (Clerk I) – Accounting Office

I am currently working at the Accounting Office as a Clerk, handling relevant tasks in the processing section such as payroll posting, preparations of remittances and salary deductions, etc. Before working in this University, I was employed as a Customer Service Associate in a private company and was able to render more than five years of service. Within those years of service, I was promoted as Subject Matter Expert (SME) assigned in handling teams, providing technical support and training to newly hired employees.

Upon knowing about the opened position, I was so excited knowing that this is a great opportunity for me and could be a stepping stone for more growth and experience in this university. I truly believe that by having always a positive attitude and mind towards work, I can do everything I set my mind into.

If given a chance, I am more than glad to talk more about my application, experiences and other interests. Thank you for giving my application full consideration. Feel free to contact me at my office email elizabeth.pasa@vsu.edu.ph and mobile number 09280831200.

Sincerely,

Elizabeth D. Pasa