

Brgy. Pangasugan  
Baybay City, Leyte  
10, JULY 2024

HONEY SOFIA V. COLIS  
**DIRECTOR, HRMO**  
VSU, Baybay, Leyte

Dear **Ms. Colis**,

Greetings!

I have read on the VSU HRIS that you are looking for an Administrative Aide IV. This application letter you may consider for your vacancy.

I am **Maribel L. Caballero**. I graduated with a Bachelor of Science in Agribusiness last August 2022 in Visayas State University - Main Campus. And I am enrolled on Master of Public Administration in College of Maasin. I have experience working as a clerk at Visayas State University in the Accounting Office. I was responsible for remittance of Pag-ibig, PhilHealth, GSIS Back premium and currently in-charge of posting of payroll of Casual and Job Order Employees. I am very eager to fill this vacancy and not to waste this opportunity. My personal qualities revealed teamwork, hardworking, passion to do tasks, willingness to be learn new tasks, and able to work without supervision. I look forward to the opportunity of meeting with you and discussing my suitability for the position further. I am available for an interview at your convenience.

I can assure you that I will be your asset. I can be reached anytime on [caballeromaribel1322@gmail.com](mailto:caballeromaribel1322@gmail.com) and I'm enclosing my personal data sheet for your reference.

Thank you for your time and consideration and I am looking forward to a positive response about it.

Sincerely yours,

  
**MARIBEL L. CABALLERO**