

January 20, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

Director, ODHRM

Respected Sir,

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

-Administrative Assistant II (Clerk IV)

-Administrative Aide III (Clerk I)

I am currently working at the Office of the Head of Accounting as a Clerk, handling relevant tasks in the processing section such as payroll posting, remittances, 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, provide technical support and trainings to newly hired employees.

Upon knowing about the available position, I felt so excited knowing that this is a great opportunity for me and could be a stepping stone for more growth and experience. I may not have all the qualifications and trainings relevant to the job position but I truly believe in my capabilities that I can do everything I set my mind into. I am willing to get trained and acquire new learnings in new environment. I feel that I will not only be of great use but I am also confident that I will be a successful leader to my co-workers.

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 elyoung231@gmail.com and mobile number 09280831200.

Sincerely,

Elizabeth D. Pasa

