

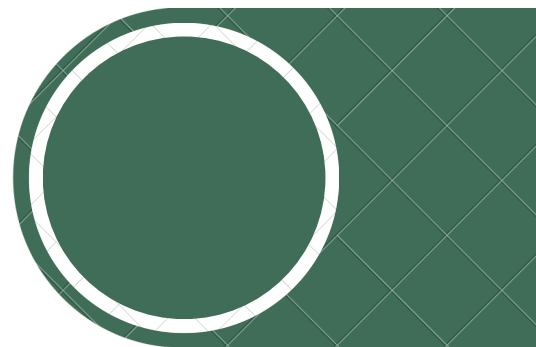


Alissa T. Argota

☎ (+63) 927 033-3689

✉ argotaalissa4@gmail.com

📍 Tanauan, Leyte, Philippines, 6502



November 24, 2023

Honey Sofia V. Colis

Director, HRMO

Visayas State University

Baybay City, Leyte Philippines

Dear Dir. Colis:

Good day! I'm writing to you to apply as an Administrative Aide VI (Clerk III) with a Salary Grade 6. I received a Bachelor of Science in Accounting degree from Saint Paul School of Professional Studies. I am a Civil Service Eligible under the Professional Level. I am also a Certified Bookkeeper and a Member of National Institute of Accounting Technicians. I have been recognized for my achievements as a Second Honors student and a Dean's Lister during my time in college.

During my senior year of high school, I completed a work-based learning experience in the Tacloban City Environment and Natural Resources Office, where I learned skills that I may now use in your department. Additionally, I applied my accounting knowledge during an internship I took as a college student at the Commission on Population and Development (POPCOM) Region VIII. I worked with their Accounting Unit, Administrative Department, and the Technical Department. I spent 400 hours of my internship program by allocating it to the three departments. Each departments have provided me different experiences such as recording and monitoring payments made to each creditor, filing forms, and the likes.

I can't wait to put what I've learned into practice in the real world. I adore the idea of using my internship to get knowledge from various functional areas. I work diligently and am driven by a desire to learn. I pledge to put in a lot of effort to contribute to your team if given the chance to serve as an Administrative Aide VI for you.

Finding a position under your office would be a fantastic opportunity for me. I'm eager to go into more detail about this privilege! Contact me at any time by phone at (+63) 927 033-3689 or email at argotaalissa4@gmail.com. I appreciate your consideration very much. Best wishes in your employment hunt.

Best regards,

Alissa T. Argota