

December 06,4

QUEEN-EVER Y. ATUPAN

Head

Cash Office

Visayas State University

Visca, Baybay City, Leyte

I am making this letter to precise my willingness in non-teaching profession. I graduated Bachelor of Secondary Education major in MAPEH (Music, Arts, Physical Education, and Health) at Visayas State University. Additionally, I am the former SK Chairperson of Barangay Candadam, this position honed me to serve the people with pure intent and dedication. As of this moment, I am a teller remittance in Petnet Inc, Perahub Western Union.

I am a computer literate person with strong communication skills. I will be using some of my effective strategies and management so that our office will be organized and conducive for working. I believed that I have a good character and I possessed with positive traits that a good employee should have. This kind of job fits to me because I'm so driven and passionate when it comes to serving people. I will make sure that I will bring our institution to greater heights.

Should you have concerns, feel free to message me in this line +63 920 708 6137.

God bless and thank you.

Sincerely,

ARNIE C. SAYRE

Applicant