

# Alvie Mae E. Marinay

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**MICHELLE C. TOLIBAS**

Department Head  
College of Nursing  
Visayas State University  
Visca, Baybay City, Leyte



RE: Applicant for Clerk III

ViSCAn greetings, Ma'am!

Upon learning about the Clerk posting at VSU Jobs Website, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your College's needs and position requirements. From reading the core and functional competencies at the website, I feel your core mission and culture suit what I offer as a professional.

As an adept Clerk, I have a well-rounded skill set in file management and honed talents in documenting and data entry, making me an ideal fit for the Clerk position. Further, I am used in handling customer service and a communicative collaborator. My previous roles have strengthened my capabilities in time-management and collaboration, including a keen attention to detail and accuracy.

I am excited at the prospect of bringing my talents to the College of Nursing. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Clerk role.

Thank you for your time and consideration.  
Godspeed!

Respectfully,

Alvie Mae E. Marinay