

February 05, 2025

NICK FREDDY R. BELLO

Head, Accounting
Visayas State University

Sir:

I am writing in your good office to express to you my strong interest in applying for Administrative Aide III in this institution. I am Juliet E. Posas, 24 years of age, a graduate of Bachelor of Physical Education at Visayas State University.

From my previous four months of experience as an Administrative Aide III in the Accounting Office at Visayas State University, I learned how to overcome working under pressure and gained a lot of practical knowledge. At my current position, I have been responsible for J.O. payroll posting, student assistant payroll, scholarship grants, GTA, and J.O. Pag-ibig and BIR remittance. Throughout my career, I have honed my critical thinking, problem-solving, and exceptional organizational skills that allow me to manage multiple tasks and projects simultaneously, ensuring deadlines are met and nothing falls through the cracks.

Furthermore, my field teaching experience as a student teacher at Baybay National High School showcases my communication skills, leadership qualities, and ability to collaborate effectively with others. These achievements demonstrate my adaptability and effectiveness in both environments.

I believe that when given a chance, I can be of great help in delivering excellent and adequate services offered in this institution. I am looking forward to Visayas State University helping me realize my goals in life with the assurance that I will be a highly productive employee in this institution.

As a requirement, I enclosed a copy of my personal data sheet and resume for your reference.

Respectfully yours,


JULIET E. POSAS
Applicant