

Application Letter

June 15, 2022

To whom it may concern,

Herewith I send an application letter and curriculum vitae in response to your advertisement in the VSU HRIS, June 15, 2022.

I have had experience over the past few months as the University Review Administrative Aide in VSU. In my experience;

1. I typed/ coordinated memos, communications and other documents for and in behalf of the Head.
2. Prepared supporting papers for the Institutional Accreditations,
3. Prepared and facilitated financial reports and personal documents (e.g reimbursement, liquidations, cash advances, payrolls, documents for travel, etc.)
4. Entertained clients and stakeholders and ensure that their concerns are acted upon by the office;
5. Provided messengerial services and maintained cleanliness of the offices.
6. Performed the functions of the Deputy Documents and Record Controller (DDRC) for the Office of the Head of the University Review Services (URS)
7. Maintained licensure examination databases and expert databases.
8. Performs other functions assigned by the Head.

I have attached a letter of recommendation from my immediate supervisor, Dr. Christy M. Desades who will vouch for my qualifications. Should you have any queries, please contact me at 09503590462.

Thank you. I anticipate your favorable response.

Sincerely,
Angelica L. Hedol