

August 12, 2023

MICHELLE C. TOLIBAS

Head
College of Nursing

Dear Madam:

Good day!

I am very interested in applying as an **Administrative Aide IV (Clerk III)** in your office. With a BS degree in Agribusiness major in Business Management, I presently work as an Administrative Aide III (Casual) at VSU Integrated High School. My task is to do all the clerical works like answering phone calls, emails, inquiries and IP messages. Encoding the permanent records of students, certificates, good moral, diplomas, letters, prepare the workloads of the faculty, filing of important documents, purchase request, reimbursement of receipts and bills, prepare request for travels, workshops and seminars of the principal, faculty and other staff since I'm the only clerk in the Junior High School office.

I used to work as a part time Home Based Online English Teacher. I am teaching Chinese of different age groups. Before that, I worked as one of the Customer Service Representative at Eperformax Contact Centers and BPO for more than 6 years and as a Customer Service Representative at Qualfon Philippines Inc.. Before working in the call center industry, I worked as one of the Office staff assigned at the Sales Department at Newman Chemicals Corporation for more than 3 years and worked as a Branch Cashier at Pacific Barato Agricultural Enterprises Ormoc Branch for less than a year.

I believe that my work experience best suits the position since I have the experience working in the office and online. I can also deal with diverse type of people. Aside from that, I am hardworking, honest and can deal pressure calmly. I am eager to learn and willing to be trained.

I can be reached anytime via my cell phone 09991714163. Thank you for your time and consideration. I look forward to be speaking with you about this employment opportunity.

Sincerely yours,

GUADA FE D. AMIHAN

Applicant