

April 7, 2021

MS. HONEY SOFIA V. COLIS

Director, ODHRM Finance
Visca, Baybay City, Leyte

Dear Ms. Colis:

Upon learning of your need for an Office Clerk, I hastened to submit my resume for your review. As an organized and efficient professional with a variety of office support experience and good multitasking abilities, I am prepared to significantly contribute to your school goals and objectives.

My background includes performing various administrative duties while achieving greater office efficiency and productivity. From updating databases to maintaining records, I excel at prioritizing tasks and collaborating with peers.

Highlights of my experience include...

- More than five years of performing a range of office activities at Office of the Dean of Students in the Visayas State University—including typing, filing and data entry—while adhering to corporate policies and procedures;
- Entertaining clients who seek audience with the Dean of Students;
- Encode UniFast Billing
- Alternate DDRC
- Making Payroll to the Student Assistant of the Dormitory; and
- Proficiency in Microsoft Word, Excel and PowerPoint.

On the other hand, I am a graduate of the Bachelor of Science of Food Technology in the Visayas State University. I also passed the Fire Officer Examination in Civil Service which I took on June 24, 2018. Hoping that the requirements commensurate with my qualifications.

I am looking forward to an affirmative consideration on this interest.

Thank you and God bless!

Sincerely,



JUNARD C. GUCELA
Applicant