

October 4, 2025

MS. LOUELLA C. AMPAC

Director

Finance Management Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Ampac,

I am writing to express my sincere interest in the Administrative Aide IV (Clerk II) position at the Finance Management Office of Visayas State University. I am a Bachelor of Science in Agribusiness graduate, Class of 2024, from this prestigious institution, and I am eager to render my services to the university that has greatly shaped my academic and professional foundation.

I hold a Civil Service Professional Eligibility with a rating of 86.03%, obtained on March 2, 2025, which qualifies me for both first- and second-level government positions. I am proficient in Microsoft Office applications and committed to performing my duties with accuracy, confidentiality, and integrity.

My experience as a receptionist has taught me how to stay composed under pressure and keep things running smoothly even on busy days. The role taught me how to communicate effectively, manage my time wisely, and deliver quality work with care and attention to detail. It also helped me build confidence in handling people and situations with respect and understanding.

I also had my work immersion at the Budget Office of VSU when I was in high school, where I first learned how important finance and budget management are to the university's day-to-day functions. That early exposure inspired my interest in administrative work and gave me a clear understanding of how every document, report, and transaction plays a part in the success of the institution.

I have always admired the Finance Management Office for its vital role in ensuring transparency and efficiency within the university. It would be an honor to contribute to that mission and to be part of a team that values precision, service, and accountability.

Thank you very much for considering my application. I would be grateful for the opportunity to discuss how my background and skills can be of help to your office.

Respectfully yours,

ANDIE LEE V. GALENZOGA