

February 23, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Ma'am:

Good day!

I have read from the Civil Service Commission website that VSU MAIN (Philippine Root Crops Research & Training Center) needs an Administrative Aide IV (Clerk II) in this connection, I am writing this letter to express my interest in applying for the said position. I am confident that my experience in the office environments, achieved education, and relevant skills would be a great contribution to your office.

In my role at MSS Cycle Trading, I usually entertained and responding to customer inquiries and enhanced customer satisfaction by addressing and resolving customer concerns and complaints in a timely manner. I also had an almost 5 years of experience as a Billing Clerk, I executed billing tasks and recorded information in company databases, improved and verified accuracy of billing data by diligently reviewing invoices and reconciling discrepancies, assisted with month-end closing procedures, contributing to an organized and punctual financial reporting process, and demonstrated excellent time management skills by prioritizing tasks and meeting deadlines in a fast-paced high-volume work environment.

With my work experience, training and values, I believe I am competent enough to handle any demands that the position may require. I can also serve as an asset in your office because of my deep desire to whatever task I am assigned to.

I look forward to speaking with you more about my qualifications. Enclosed are my contact information and supporting documents.

Sincerely,



Ms. Sheena Marie G. Guzman

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Administrative Aide IV (Clerk II) - Applicant