

VISAYAS STATE UNIVERSITY  
City of Baybay, Leyte

Good day Maám/Sir!

I am writing to express my interest in Administrative Aide IV. With a strong background in customer service and a keen eye for detail, I believe I possess the skills necessary to excel in this role. In my previous role as SK Chairman I demonstrated proficiency in handling cash transactions, accurately balancing registers, and providing exceptional performance to my constituents. My attention to detail and strong communication skills allowed me to effectively interact with customers and resolve any issues. I am confident that my experience, coupled with my dedication to accuracy and efficiency, make me a strong candidate for the position. I am enthusiastic about the opportunity to contribute to your team and ensure a positive customer experience.

Thank you for considering my application. I look forward to the possibility of discussing how my skills align with the needs in greater detail.

Respectfully yours,

ARNIE C. SAYRE  
Applicant