

November 25, 2023

DANIEL LESLIE S. TAN

Vice President for Administrative & Finance

Dear Sir:

Good day!

I am very interested in applying as an Administrative Aide IV (Clerk III) in your office. I'm a graduate of a Bachelor of Science in Agribusiness major in Business Management from Visayas State University. I'm a Civil Service passer for both Professional and Sub-Professional Pen and Paper Test. I presently work as an Administrative Aide III (Casual) at VSU Integrated High School. My task is to do all the clerical work like answering phone calls, emails, inquiries and IP messages. Encoding the permanent records of students, certificates, good moral, diplomas, letters, preparing the workloads of the faculty, filing of important documents, purchase request, reimbursement of receipts and bills, preparing requests for travel, workshops and seminars by the principal, faculty and other staff.

I used to work as a part-time Home Based Online English Teacher, teaching Chinese, Korean and Taiwanese 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 to 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 experience working in the office and online. I can also deal with diverse types of people. Aside from that, I am hardworking, honest and can deal with 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 speaking with you about this employment opportunity.

Sincerely yours,

GUADA FE D. AMIHAN

Applicant