

October 9, 2023

Honey Sofia V. Colis
Director, HRMO
VSU, Baybay City, Leyte

Dear Ma'am,

I hope this letter finds you well. I am writing to express my interest in applying for Clerk III position in your office. As a graduate of a Bachelor of Science in Statistics at Visayas State University-Main Campus with previous experience as an Assistant Document Record Controller, I believe that I possess the skills and qualifications necessary for this role.

During my academic journey, I acquired a solid foundation in statistical analysis, data interpretation, and attention to detail. These skills have not only equipped me with the ability to analyze complex data sets but I am convinced that these will also translate well to clerical work that needs precision, data management, and analytical thinking.

In my previous role as an alternate Document Record Controller at the Department of Statistics-VSU, I developed my clerical skills by helping manage daily office tasks, maintaining accurate records, tracking documents, and providing excellent service to faculty, staff, and students. Moreover, I am proficient in utilizing various software applications including Microsoft Office Suite and statistical software, which will help me to carry out clerical and data-related tasks.

Enclosed with this letter are my personal data sheet, Transcript of Record, and Certificate of Eligibility (Professional), which provide further details about my qualifications and experience.

Thank you for considering my application. I look forward to the possibility of joining the National Coconut Research Center-Visayas team and contributing to its great milestones.

May God bless you always!

Sincerely,

Molley Venice Nuñez