

December 21, 2022

**ELIZABETH S. QUEVEDO**

Head

Department of Pure and Applied Chemistry

Visayas State University

Visca, Baybay City, Leyte

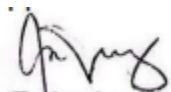
Dear Ma'am Quevedo,

I am reaching out to you regarding the Administrative VI (Clerk III) position posted on VSU Jobs website. I am interested in this position and would appreciate being considered as a candidate for it.

I've been working as a Data Encoder in VSU for over a year now and in Badgers Technologies Inc. for a year prior to that. I was also a Frontline Associate for over three years in Mhuillier Financial Services Inc. My experience has given me expertise in working with clients and processing financial transactions such as remittances and jewelry. I also worked as an Office staff in UCPB Makati's Leasing and Finance department, where I organized and encoded important personal and financial records of clients. I wanted to share what I'd learned in my line of work while also improving my social skills.

For more information, I have attached my resumé . I look forward to hearing from you on the next steps in the hiring process.

Sincerely,



Reinalyn P. Gumba

Applicant