

April 29, 2023

Good day Sir/Ma'am:

I am writing to express my interest in the Clerk position that is currently available at your office.

My experienced as a Clerk in the Department of Biological Science in Visayas State University gave me valuable exposure on different administration works. My role was making purchase request, disbursement voucher, payroll, managing files, and providing administrative support to the team. I am confident that my skills and experience makes me fit for this position.

I am highly organized, detail-oriented, and able to work independently with minimal supervision. I am excited about this opportunity to join your team.

Thank you for considering my application.

Sincerely,

Ma. Reina Lou P. Lusanta