

Marco L. Cabras  
Brgy. Guadalupe, Zone-6  
Baybay City, Leyte 6521  
marco.cabras@vsu.edu.ph  
09207546725

September 24, 2024

Jessamin C. Eccleo  
Head  
Procurement Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to express my keen interest in the position of Clerk at Visayas State University ICTMC department. With my diverse educational background and extensive experience in clerical roles, I believe I am well-suited to contribute to your organization's success.

While my academic journey has taken me through various disciplines, my career path has consistently led me to the field of clerical work. Over the past four years as Clerk and dDRC, I have honed my administrative skills and gained valuable experience managing essential office tasks, ensuring smooth operations, and delivering excellent customer service.

My time as a job order Clerk and dDRC at VSU allowed me to develop strong proficiency in organizing and maintaining records, coordinating schedules, managing correspondence, doing basic technical works in VSU connectivity, and handling various administrative duties. My attention to detail, ability to multitask, and strong organizational skills have enabled me to thrive in a fast-paced and demanding environment.

I am confident that my background and experience as a Clerk and dDRC will enable me to quickly integrate into your team and make significant contributions to your institution's objectives. I am a quick learner with a proactive approach, always seeking opportunities for improvement and growth. Moreover, my adaptability and positive attitude make me an excellent fit for dynamic work environments.

Thank you for considering my application. I look forward to the possibility of contributing to the continued success of your esteemed organization

God Bless you all always!

Sincerely,



Marco L. Cabras