

SHERRY LEE C. BOTECARIO

Poblacion District I, Macarthur, Leyte

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August 26, 2024

MARISEL A. LEORNA

Director, National Coconut Research Center- Visayas

Visayas State University

Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. SOLIS**

Director, HRMO

VSU, Baybay City, Leyte

ELWIN JAY V. YU

Vice-President for Administration and Finance

Dear Ma'am/ Sir,

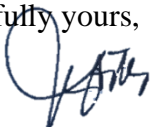
I'm writing to express my interest in the **Administrative Aide VI (Clerk II)** position. As a passionate and dedicated, I believe my skills and experiences align well with the requirements for this opportunity.

I am 30 years of age and I graduated with the degree of Bachelor of Science in Hotel, Restaurant, and Tourism Management in Visayas State University. Presently, I am now a Licensed Professional Teacher after I took units in Professional Education and took the Licensure Examination. After I graduated in my bachelor degree, I have worked and each experience enhanced my skills and abilities especially in customer service. Also, it allowed me to enhance my clerical and communication skills. It also helped me to become proficient in Microsoft Office which, I believe, is substantial in becoming Administrative Aide. I am an Administrative Support Staff under a Contract of Service in F.C Baranda Elementary School, MacArthur I District.

As my career progresses, I hope to further my professional development with your organization. I am well-organized, detail-oriented, as well as capable of successfully prioritizing to meet multiple objectives in a fast-paced work environment. I am dedicated to my job and have great analytical, research, and time management abilities. If given the opportunity, I am certain that I will achieve and surpass the standards established by your organization.

Thank you and more power.

Respectfully yours,



SHERRY LEE C. BOTECARIO

applicant