

December 23, 2022

**SUZETTE B. LINA**

Head

Department of Soil Science

Visayas State University

Visca, Baybay City, Leyte

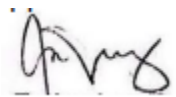
Dear Prof. Lina,

I am reaching out to you regarding the Administrative Aide IV (Clerk II) 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 (OHPLB) 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,

A handwritten signature in black ink, appearing to read 'Reinalyn P. Gumba', with a stylized flourish at the end.

Reinalyn P. Gumba

Applicant