

May 20, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Sir/ Ma'am,

I am writing to apply for the position as Administrative Aide III (Clerk I) with the Plantilla Item No. ADA3-162-2004 as was made available and to be assigned as Deputy Document Records Controller in one of the university offices. I found this hiring information at jobs.vsu.edu.ph.

The opportunity presented in this listing is very interesting, and I believe that my experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

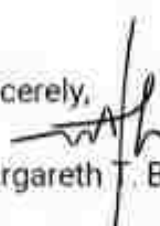
- Having excellent communication skills with my subordinates and clients.
- Having strong passion for helping, providing support and assisting others in ways that benefit both personally and professionally.
- Having expert knowledge in accounting
- Current Licensed Agriculturist.
- Knowledgeable on basic microsoft office program.
- Strive for continued excellence in the practice of profession to meet the common goals of the organization.

With a BS degree in Agribusiness, I have full understanding in tracking finances in relation to incoming and outgoing budget and supplies and preparation of inventories and having also a background of administrative works.

Please see my attached personal data sheet for additional information on my expertise. I can be reached anytime via e-mail at mymargarethanne3@gmail.com or my contact no. 09397565815

I appreciate your time in reviewing this letter and hope to hear from you in regard to the next steps in the hiring process.

Sincerely,


Margareth J. Batistil