

February 8, 2025

JESSAMINE C. ECLEO

Head

Procurement Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Ecleo,

I am writing this letter to express my keen intention to apply as Administrative Aide VI (Clerk III) to be assigned at VSU Main (VSUIHS).

I obtain my Bachelor's Degree in Business Administration major in Human Resource Development and Management at Mandaue City College, Mandaue City. I earned also my second degree course, a Diploma in Professional Education at the same school. For your preference, I can proudly say that I earn these degrees through self-sufficient, hard work and being a working student.

I successfully passed the Civil Service Exam (Professional Level) last March 3, 2024 with the general rating of 82.56. Additionally, I passed the Licensure Examination for Teachers last March 17, 2024 with the final rating of 76.00.

I am currently working as accounting staff of Mapi Lending Investors Inc., the financing company of Motor Ace Philippines. I am responsible of Metropolitan Bank and Trust Company and China Banking Corporation bank reconciliation. I have also other responsibilities such as entries of Head Office deposits, monitor of Over the Counter Cheque transactions, and Liquidation of Accounts Receivable – Registration in Central Visayas Area. Handling all this responsibilities helps me developed my time management, decision making, initiative, critical thinking and communication skills.

I have attached my resume and other supporting documents for your consideration. I am enthusiastic about the opportunity to apply my knowledge and skills at your management. Please feel free to contact me at 09458090123 or via email at judyannibanez62@gmail.com.

Thank you for your time and consideration.

Sincerely,



Judy Ann L. Ibañez

Applicant