

Rhea P. Villacote
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December 9, 2025

JOEL REY U. ACOB
Director, Quality Assurance
VSU, Baybay City, Leyte

Subject: Application for Administrative Aide III (Clerk I)

Dear ma'am,

I am writing to express my strong interest in the Administrative Aid III (Clerk I) position. With 1 year of experience in accounting, a proven ability to manage financial records, and a strong command of accounting works related. I am confident that my skills and dedication make me an excellent candidate for this role.

Thank you for your time and consideration. I have attached all my requirements for your review and welcome the opportunity to discuss my qualifications further. I can be reached at 09567894780 or rheavillacote27@gmail.com .

Sincerely,

Rhea P. Villacote