

PRINCESS LYN OBREGOSO

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April 8, 2025

ALICIA M. FLORES
Head
Budgeting Office
Visayas State University
Visca, Baybay City, Leyte
odahrd@vsu.edu.ph

Dear Ms. Flores,

I am writing to express my interest in the Administrative Aide VI (Clerk III) position posted on the CSC Job Portal. I have long dreamed of joining a government office, and I am willing to contribute my skills and experiences to this role.

I used to work as an office secretary in a design and build company. I handled the payroll to make sure employees got their salaries right. I also managed the company funds and made weekly reports. I kept track of the company's expenses too. Part of my job was organizing important documents, both digital and physical. I also got used to keeping records and staying organized. Through this, I became more careful with details. I believe these experiences would help me do well as an Administrative Aide VI (Clerk III).

I look forward to the opportunity to contribute to your team and discuss how I can help in your good office.

Thank you, and may you be blessed always!

Sincerely,
Princess Lyn Obregoso

