

15 February 2022

**QUEEN-EVER Y. ATUPAN**

Director  
Office of the Cashier  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Atupan,

Greetings!

I hope you are doing well, please consider me an applicant for the Administrative Officer I position in Visayas State University—Office of the Cashier, as endorsed in [VSU Jobs](#). I am a great fit for this position, as demonstrated by my experience in administrative work, file organizing, handling billing/payroll and making office reports (liquidation, progress reports etc.) and other clerical responsibilities. The experience I gained as a document controller and billing officer, honed my organizational skills and attention to detail.

Aside from that, I have great interpersonal skills because I have interacted with different clients and provided support for my colleagues. I am good at task management and capable of working independently and with a team. Having mentioned all of these, I believe I will be effective for this position given my professional and educational background and will have significant impact on the operations of your office.

I look forward to hearing from you about the progress of my application. If you have any further questions or should an interview be necessary, please contact me through 09612443257 or cristonapas1993@gmail.com.

Thank you and keep safe!

Respectfully yours,

**CRISTON U. APAS**

Applicant