

CHERRY GRACE D. SABOROSO

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Brgy. Imelda Baybay City, Leyte

ANDREW A. MAZO

July 08, 2025

Head, Institute of Human Kinetics

Visayas State University

Visca Baybay, Ciity, Leyte

Dear Ms. Ampac

I am writing to express my interest in the Administrative Aide III position at the Finance Management Office of Visayas State University. With a Bachelor's Degree in Agribusiness, I am eager to contribute my knowledge, skills, and commitment that would surely help deliver a good performance of the office.

For almost five years working as document controller in a private company and working here in VSU as Clerk for amost 3 year now, I acquired comprehensive knowledge and skills relevant to office administration, encompassing tasks such as calendar management, meeting coordination, travel arrangements, document preparation, supply inventory management, and event coordination. My experiences has equipped me with a solid foundation to excel in an office administration role.

On the other hand, I am always willing to learn and explore new things for my career growth. This kind of opportunity offered is a great option to have. Hopefully my application will be considered.

Thank you and God bless always.

Sincerely,



Cherry Grace D. Saboroso