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Mrs. Honey Sofia V. Colis

Director, HRMD
Visayas State University
Visca, Baybay City, Leyte,
Philippines, 6600

Dear Mrs. Colis:

I hope this letter reaches you in cheerful spirits.

I am writing to express my interest in Administrative Aide VI (Clerk III) position at Business and Resource Generation Office, as advertised on VSU (Visayas State University) job page.

I graduated with a Bachelor's degree in Agribusiness in August, 2024, and shortly after, I secured a position at LivingHope Hospital, Inc as an Accounting Assistant, where I have spent eleven months gaining valuable professional experience.

While I am grateful for the experience gained, I have always envisioned contributing to the institution that shaped my academic and personal growth. With a solid foundation in accounting and management principles gained through my academic studies, I have developed a keen eye of detail and a strong analytical mindset and honed my skills in financial analysis and reporting and administrative management. Additionally, my professional career as an Accounting Assistant has equipped me with knowledge, deeper level of dedication to accuracy and precision, and value of professionalism.

My experience has equipped me with the ability to maintain accurate financial records and ensure compliance with regulatory requirement, to be proficient in documents and records management, and efficient in handling administrative services, which I believe are directly applicable to the responsibilities of an Administrative Aide VI role in Business and Resource Generation Office.

Returning to Visayas State University in a professional role and considering pursuing a Master's degree in Business Management, I am confident that my academic expertise and hands-on, practical industry-relevant experience has adequately prepared me to strongly contribute and support the financial and management operations of the university. I am eager to bring my passion for the field and commitment to excellence in the university's Business and Resource Generation team.

I have attached my resume and other documents for your review and would welcome the opportunity to further discuss how I can contribute to the financial and managerial success of the institution in more detail.

Thank you for your time and consideration, looking forward to hearing from you.

Sincerely,
Renabel T. Formento