

December 12, 2023

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

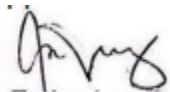
Dear Ma'am Colis,

I am reaching out to you regarding the Administrative Assistant II position posted on the VSU Job Portal. I am interested in this position and would appreciate being considered as a candidate for it.

I've been working as a Data Encoder in VSU for over a year now and in Badgers Technologies Inc. for a year prior to that. I was also a Frontline Associate for over three years in Mhuillier Financial Services Inc. My experience in Mhuillier has given me expertise in working with clients and processing financial transactions such as remittances and jewelry. As an Office staff in UCPB Makati's Leasing and Finance department on 2014, I organized and encoded important personal and financial records of clients. I wanted to share what I'd learned in my line of work while also improving my social skills.

For more information, I have attached my resumé. I look forward to hearing from you on the next steps in the hiring process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Reinalyn P. Gumba', with a small dot above the first letter 'R'.

Reinalyn P. Gumba

Applicant