

February 6, 2025

JESSAMINE C. ECLEO

Head
Procurement Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

I learned that your office is seeking to fill the position of Administrative Staff (Clerk III) position. I would like to express my interest in applying for this position. With my qualifications, skills, and commitment to high ethical standards, I am confident that I can make a valuable contribution to your esteemed organization.

I hold a Bachelor of Science in Agribusiness from Visayas State University and am currently pursuing my Master of Management at the same institution. I reside at Apt. 64 Kilbourne Drive, VSU Campus, Brgy. Pangasugan, Baybay City, Leyte. I also possess a Career Service (Sub-Professional) First Level Eligibility and have the competencies required for this role. My education and personal values align well with what your organization values.

In my last job as a Clerk at the Department of Economics at Visayas State University, I showed my dedication to honesty and professionalism by following the rules and ethical standards of the institution. I always aimed to provide great service, addressing the needs of those I worked with and keeping customer satisfaction high. I also built strong communication skills by creating reports and working well with different departments.

I do well in fast-paced environments and am skilled at building relationships with others in a team. My background in administrative tasks has improved my ability to think critically and solve problems, allowing me to manage records and paperwork effectively. I'm also good with technology, which I use to make services better and keep things running smoothly.

I am excited about the opportunity to bring my skills, experience, and dedication to this role. I would greatly appreciate the chance to discuss my application in more detail. I am available for an interview at your convenience and can be reached via my mobile number 09776427635 or email address maria.sequena@vsu.edu.ph.

Thank you for considering my application. I look forward to the possibility of contributing to the mission and goals of your organization.

Yours sincerely,



MARIA/MICHELLE M. SEQUEÑA