

AL Francis P. Buot
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January 20, 2025

Honey Sofia V. Colis
Director, HRMD
VSU, Baybay City, Leyte

Dear Director Colis,

I am writing to express my interest in the Administrative Aide III(Clerk I) position, with plantilla item number ADA3-192-2004. With a strong background in administrative functions, organizational skills, and effective communication, I am confident in my ability to contribute to the smooth operations and support of your institution.

In my previous roles, I have gained substantial experience in managing records, coordinating schedules, preparing reports, and assisting with various office duties. I am proficient in using Microsoft Office applications such as Word, Excel, and PowerPoint, which are essential for handling administrative work efficiently. Additionally, I have developed strong written and verbal communication skills, which help me interact professionally with colleagues and clients alike. I am particularly interested in this position at Visayas State University, Accounting Office because of my commitment to supporting education and contributing to the institution's success. I am confident that my organizational skills and attention to detail will allow me to perform my duties as Administrative Aide III effectively. Moreover, I am eager to learn and grow within the role, ensuring that I can meet the demands of the position and contribute to the smooth functioning of the university.

I am excited about the possibility of joining your team and would appreciate the opportunity to further discuss my qualifications. I have attached my resume for your review and would be happy to provide any additional information you may require. Thank you for considering my application, and I look forward to the opportunity to contribute to Visayas State University Accounting Office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Al Francis P. Buot', with a stylized, cursive script.

Al Francis P. Buot