

May 31, 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University, Baybay City, Leyte

Dear Madam:

Greetings!

I am writing to express my strong interest in the position of **Administrative Aide III (Clerk I)** with **Plantilla Item No. ADA3-213-2004** with **Salary Grade 3** at **VSU MAIN (Office of Dean of Students)**.

I am a college graduate and licensed professional teacher with extensive accounting assistant and administrative experience and with excellent written and oral communication. I believe I would fit the position at your organization. I am skilled at communicating effectively with diverse people across various platforms.

In my recent job as Business Development and Leasing Manager Assistant at Newstar Shopping Mart Inc., I assisted a lot of clients each day with different concerns and transactions and with additional task handling operations of Yummy Bite Food Corp. Both North and South Luzon branches with a seven-year work experience in different task and positions, I am well aware of the importance of honesty and credibility towards work. I believe my experience; communication skills and interpersonal abilities would make me a strong fit this position. I look forward to speaking with you more about my qualifications.

Respectfully Yours.

SHERYL M. OGRIMEN

Applicant