

Jemiah B. Sabares

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VSU Cash Office
Visayas State University
Visca, Baybay City, Leyte

To Ms. Queen-Ever Y. Atupan,

I am writing to express my interest in the Administrative Aide III position at VSU Cash Office. I recently graduated with a degree in Agribusiness from Visayas State University, where I developed a strong foundation in finance, customer service, and analytical skills that align well with the role's responsibilities.

My attention to detail, ability to multitask, and commitment to maintaining a high standard of work will enable me to effectively contribute to your team's goals. I am confident that my skills and dedication would make me a valuable addition to your office. I would appreciate the opportunity to further discuss how I can contribute to your team.

Thank you for your time and consideration.

Sincerely,
Jemiah B. Sabares