

## LETTER OF INTENT

Mr. Dexter V. Arcillas  
Applicant  
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### **HONEY SOFIA V. COLIS**

OIC Director ODHRM  
VSU, Baybay City, Leyte  
Jobs.vsu.edu.ph

Dear Ma'am Honey,

I am writing this to apply as **Administrative Aide III (Clerk I)**. I am capable of saying that I am suitable for the said position in your office for I know that I possess skills, prior knowledge and attitude.

Education may be my degree but I also excel in any other field, it is due to my various experiences in which I can say it taught me very well, particularly in disbursing and administration departments. Such understanding will be a substantial background for the vacant position, for the position really require a lot of attention to be learned. In fact, this are the skills that I have garnered while I was working:

- The ability to establish a good connection towards other coworkers, approachable, and open minded to every situation.
- Precise and accurate on administering data given by the respondents or customers so that it would yield a productive and successful report.
- Capable and proficient in conveying message to the customers or client. Good oral communication.
- Skills on arranging and setting up documents on the table for ease access on finding documents needed for the report or required by the head.
- Systematic arrangement and systematized filing of document.
- Proficient in managing and encoding data in the computer with the use of Microsoft Word, Excel, Power Point and etc.

An experience in the work field has a huge advantage in every employee but this will not define the nature of the job but rather gives a guide, what gives true meaning about the experiences are the present work it is, on how you manage and deal complication in the job and YES! I am able to manage it proactively.

I realized that all the documents I submitted, this cannot explain my qualifications in depths. Therefore, I really hope that there is a chance of interview which I can elaborate more of my potentials.

Sincerely,  
  
Dexter V. Arcillas  
Applicant