

Brgy. Sta. Cruz
Hilongos, Leyte
Zipcode: 6524

Dear Ma'am/Sir,

Warm Greetings!

I have seen your post in your VSU job portal, you are currently looking for an Administrative Assistant (Bookkeeper II). Please consider my application, given my skills and credentials and work experiences. In my previous job at Pryce gases Inc., I am in charge in overall transaction of the branch (Jaro Leyte Branch). This transactions involves everyday making of sales reports and deposit, monitoring and officer in charge of the branch as well. I am confident that my work experiences could be an edge for me in this position. I can assure you that I will be efficient and effective enough that this job require. And also it is my desire to work and serve in my Alma Matter because I'm a Viscan as well.

I shall be glad to come for an interview or over the phone interview at a time most convenient to you. Please feel free to contact me anytime with these number 0965 133 2535.

Sincerely yours,


ARLIE N. SALES JR.

Applicant