

December 14, 2022

Honey Sofia V. Colis
OIC Director, ODHRM VSU
Baybay City, Leyte

Subject: Application for Administrative Officer I (Cashier I)

Dear Ms. Colis,

Good day!

I am writing this letter in response to an advertisement posted at Civil Service Commission page about a job vacancy for the position of Administrative Officer I (Cashier I). I believe I am qualified for position posted.

I previously worked for 2 years at St. Peter's College of Ormoc as Cashier where I was able to cater parents, teachers and students' payments. Thus, my job also helped the Accounts Receivable officer-in-charge in handling accounts and monitoring owed tuition fees. I weekly consolidated existing collection for easier monitoring of accounts. I delivered services with the utmost effective manner. Because of this, I was appreciated by my head of the department and colleagues for having a sincere attitude and great work ethics.

I also had one year experience at Carmen's Cakes and Pastries as Inventory Clerk wherein I harmoniously work with the head of the different branches, bakers and other personnel in their raw materials monitoring and budgeting. I was able to help them in shortening budget for the special occasions like Christmas and New Year's Eve.

I hope these experiences would make me fit in the position you are looking. I am looking forward to hear from you soon. For any clarifications with regard to my past work experiences and educational attainment, you may refer to the attached documents accompanying this letter or reach me thru the provided mobile number and email address given.

Thank you and Good Bless!

Sincerely yours,


Michelle Ann S. Chua