

EIKO CAMILLE P. VALLES

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September 22, 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University- Main Campus

Baybay City, Leyte

Dear Ms. Colis:

I am writing to express my interest as an **ADMINISTRATIVE AIDE VI (Cerk III)** in the **Supply and Property Office at VSU- Main Campus** with a **Plantilla Item No.: ADA6-107-2004**. I graduated from Saint Paul School of Professional Studies and pursued a degree in **accountancy**.

I am a **certified bookkeeper** from the National Institute of Accounting Technicians. I also have a **Professional Civil Service Eligibility** certification that gives me a pass to work on any government agency here in the Philippines.

Additionally my internship at River Valley Distribution Inc. provided me with valuable professional experience. There, I was assigned to the HR Department (inbound and outbound calls, allocating supplies to different branches, keeping record files of applicants), Accounts Payable Department (verifying existing accounts), Purchasing Department (data entries and making schedules), and Tax Department (computing of Net of Vat, Gross of Vat, Output Vat) wherein I got to adapt and was able to impart the skills such as being able to utilize the accounting process, computer literacy, and having a strong work ethic.

As someone who seeks guidance, I am eager to work, learn, and be trained. I believe that I have the qualifications and enough knowledge to perform the work that I am applying for and meet its objectives.

I would love to have the opportunity to discuss with you and learn more about your expectations and goals. Thank you.

Sincerely,



Eiko Camille Valles