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May 14, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte

Dear Ma'am:

Good day!

I am writing to express my keen interest in the Administrative Aide VI (Clerk III) position with Plantilla Item No. ADA6-115-2023 as advertised by your esteemed institution. With a solid background as an auditor and encoder, coupled with recent experience as a project assistant, I am excited about the opportunity to contribute my skills and expertise to your team.

Throughout my career, I have developed a strong foundation in administrative tasks, attention to detail, and the ability to thrive in fast-paced environments. As a Jobber fund clerk/Auditor, I cultivated a meticulous approach to examining financial records and ensuring compliance with regulations. My experience as an encoder further refined my organizational skills and attention to accuracy. These roles have provided me with a solid foundation in administrative processes and a keen eye for identifying and resolving issues efficiently.

In my most recent position as a project assistant, I had the opportunity to further enhance my administrative capabilities while supporting project teams in achieving their goals. This role required strong communication skills, multitasking abilities, and a proactive approach to problem-solving. I am confident that the skills and experiences I have gained in this role are directly transferable to the responsibilities of the Administrative Aide VI position.

Enclosed is my personal data sheet, which provides further details about my background and accomplishments. I am enthusiastic about the opportunity to discuss how my skills and experiences align with the needs of your institution. Thank you for considering my application.

Sincerely,

  
**ANGELO B. CABABAG**