

October 29, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Sir:

Greetings!

I have learned that there is a job vacancy in your accounting office. I am writing this letter to extend my fervent desire and interest in applying to your good office for the Administrative Assistant II (Accounting Clerk III) position.

I have worked at Agricultural Training Institute – Regional Training Center 8 as Administrative Aide, Lamac Multipurpose Cooperative and Community Economic Ventures Inc. as Branch Accountant. I have also earned experience as Frontline Crew at Chowking. With thorough college trainings and working experiences, I could be an effective employee.

I am aware that your office needs a dedicated workforce to continue its quality service. I can assure you that with my determination and perseverance, I know I can do the tasks assigned to me with utmost sincerity.

Realizing that this summary cannot fully communicate the benefits I can provide to your office, I would appreciate the opportunity to speak with you. Attached herewith are my pertinent papers for your further review. You can contact me anytime at 09972852982.

Thank you very much and more power!

Sincerely yours,



SHEENA M. MEJOR
Applicant