

November 19, 2025

Dear Maám/Sir,

Mabuhay!

I am writing to express my interests in the position of Administrative Aide III recently posted on the VSU HRIS portal. With my current experience as the Alternate Data and Records Controller of VSU IGP and a background in office administration and customer service, I believe I am suited for this role.

I graduated with a Bachelor of Science in Agribusiness, and I am currently pursuing my Master's in Management, which has further strengthened my understanding of organization and administrative systems. Through my roles as a collecting officer, front desk assistant, and alternate data and records controller, I have developed essential office skills and gained proficiency in:

- Data encoding and filing
- Documents and record management
- Risk assessment and documentation
- Customer service and public interaction

These experiences have helped build my confidence in handling inquiries, coordinating office tasks, and contributing positively to organizational objectives. I am a hardworking and driven employee, committed to continuous learning and professional growth.

I am confident that I can bring strong work ethics, adaptability, and dedication to your team. Thank you for considering my application. Please find my updated PDS attached for your reference.

I look forward to the opportunity to contribute more to VSU.

Respectfully yours,



BEVERLY LATRAS-GONZAGA