



April 13, 2021

REMBERTO A. PATINDOL

Vice President for Administration and Finance
Chairman, NAPB
VSU, Baybay City, Leyte

THRU: **JENNIFER E. ANDO**
OIC Head, RSPPRO
Visayas State University


Dear Dr. Patindol,

I am writing to express my interest to apply for the position of Administrative Aide. As a highly organized and efficient professional with strong administrative support experience and exceptional interpersonal skills, I am prepared to contribute to your institution's goals.

I am Rannie B. Veril and currently working as a Job Order in the accounting office for 4 years. With my experience, I am already acquainted with administrative clerical works, computer literate, and have experience in documentation and filing. I had also maintained a functional office environment while providing administrative support for a fast-paced production. I have developed my problem-solving skills and work well independently with little supervision. I also responded to requests from clients as well as with my colleagues promptly.

I hope that you'll find my experience and interests intriguing enough for this position. My Personal Data Sheet is attached for your perusal. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,


RANNIE B. VERIL
Applicant