

ALMERA D. CIRCULADO

Brgy. Pangasugan Baybay City, Leyte

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December 14, 2024

QUEEN-EVER Y. ATUPAN

Head, Cash Office

Visayas State University

ViSCA Baybay City, Leyte

Dear **Ms. Atupan**,

Greetings!

I am writing to express my interest in the Administrative Aide VI (Clerk III) position currently available at your office.

I am a graduate of Visayas State University (VSU) with a degree in Bachelor of Science in Agriculture, majoring in Horticulture. I successfully passed the licensure examination for agriculturists in November 2022. For nearly three years, I have been employed as a Clerk/Alternate Deputy Document and Record Controller. Currently, I am serving as an Administrative Assistant of Management Information System (MIS) under the Office of the Vice President for Administration and Finance (OVPAF).

Throughout my career, I have developed a comprehensive skill set in office management, administrative support, and customer service. My previous roles have equipped me with proficiency in handling administrative tasks such as responding to inquiries, addressing concerns promptly and professionally, managing paperwork, and maintaining office records. I am adept at using office software and have a proven track record of delivering high-quality administrative support in fast-paced environments.

Given the opportunity to work with you, you can rely on my dedication, dependability, and eagerness to learn more about the job and its responsibilities. Attached are my resume, personal data sheet (PDS), scanned copy of my transcript of records (TOR), and Certificate of eligibility, for your evaluation of my qualifications.

I am available for an interview at your earliest convenience.

Thank you and God bless!

Respectfully yours,



ALMERA D. CIRCULADO

Applicant