

VICENTE A. GILOS

University Librarian
University Learning Commons (Library)
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Warm Greetings!

I am writing to express my interest in applying for a permanent position in your office, where I can contribute my skills, knowledge, and experience to support your team's goals and initiatives. I graduated with a Bachelor of Science in Business Administration and hold a Civil Service Professional Eligibility.

Currently, I am working as a Clerk at the General Services Office, where I have honed my administrative and organizational skills. Prior to this, I gained valuable experience as an Accounting Staff at the Local Government Unit, which strengthened my knowledge in records management, financial processing, and client assistance.

With my background and dedication to delivering quality service, I am confident in my ability to become a reliable and productive member of your team. I am eager to bring my professionalism, adaptability, and commitment to excellence to your office.

I would be grateful for the opportunity to discuss how my qualifications align with your needs. Thank you for considering my application.

Respectfully yours,


ALFE MAE ANN E. MARINAY
Applicant