

Date: May 16, 2025

From : **EUNIQUE SHEEN L. CONCAN**
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To : **HONEY SOFIA V. COLIS**
Director, HRMD
VSU, Baybay City, Leyte

Subject: **APPLICATION LETTER FOR ADMINISTRATIVE AIDE III (CLERK I)**

Dear Ma'am:

Greetings of Peace and Prosperity!

I am writing to apply for the Administrative Aide III (Clerk I) position with job code LGZRVU at Visayas State University, Baybay City, Leyte posted on your Facebook page. I am a Career Service Professional Eligible and a recent graduate of Eastern Samar State University with a degree in Bachelor of Science in Accountancy.

During my time at the University, I gained valuable experience through leadership and team management as one of the active officers of an organization namely the Junior Philippine Institute of Accountants (JPIA). I also finished my internship at the Department of Public Works and Highways (DPWH) accounting section in Eastern Samar and participated in various types of trainings/Seminars. Further, I was employed at the Provincial Government of Eastern Samar as a contract of service employee at the Office of the Public Accountant wherein I performed relevant tasks such as auditing payrolls and Dietary supplies vouchers of public hospitals. I have also developed proficiency in Microsoft Office applications, Drive, Canva, and other business tools enabling me to create detailed reports and presentations. I believe I have accumulated relevant experience and skills that will be advantageous in carrying out bigger responsibilities and expectations. I am confident that my skills and experience align perfectly with the requirements outlined in the job description.

It would be an honor to contribute meaningfully to your good office and would welcome the opportunity to discuss this further at your convenience.

I appreciate your consideration of this application. I look forward to starting my career as a public servant in your Office. More power and God bless!

Sincerely,


EUNIQUE SHEEN L. CONCAN
Applicant