

May 16, 2025

QUEEN-EVER Y. ATUPAN

Head, Cashiering Office
Visayas State University
Visca Baybay City, Leyte

THRU: HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
Visca Baybay City, Leyte

Dear Mrs. Atupan,

I hereby write this letter to show my interest in the vacant position offered for Administrative Aide VI (Clerk III). For almost five years, I worked as a document controller in a private company that deals with proper documentation and standardization in compliance with ISO. In addition, I am currently working as a clerk at Visayas State University specifically in VSU Laboratory High School. Working in a fast pace working environment, I used to work under pressure. If given the chance, the experiences I have will surely help on what the position required to do.

On the other hand, I am always willing to learn and explore new things for my career growth. This kind of opportunity offered is a great option to have. Hopefully my application will be considered.

Thank you and God bless always.



Respectfully yours,

Cherry Grace Saboroso
Applicant