

**Frances Ann Arbiol-Santos**

Bry. Sto. Rosario

Baybay City, Leyte. Philippines, 6521

March 18, 2021

**Visyas State University**

Attn: Office of the Director for Human Resource Management

Visca, Baybay City, Leyte

To whom it may concern,

I am writing to express my interest in the Administrative Aide III (Clerk I) position currently available. I believe that I am excellent fit for this position because it is with in my education, experience and career interests. I have extensive background in clerical work and prove success as an Administrative assistant.

In my previous role, I successfully supported different types of customers by personality and nationality. In this position I honed my interpersonal skills through customer service, clerical responsibilities (Email, chat and Phone support both inbound and outbound calls), and by assessing and responding to the various tasks a vibrant work environment brings. I look forward to learning the needs of your organization and providing quality service for clients and employees alike.

I believe that I possess the temperament and experience to excel in this position. Not only am I well organized but I have a passion for creating positive and productive work environments. Through observation and asking detailed questions I believe that I will have a significant impact on the daily operations.

I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, please contact me using the above information. Thank you for your time and consideration.

Respectfully,

**Frances Ann Arbiol-Santos**

Applicant