

PARMO, ROSELLA C.

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October 01, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Campus Director,

I am writing to express my sincere interest in the Administrative Aide IV – Clerk II position at Visayas State University – Baybay City, Leyte, which I learned about through a trusted acquaintance. With my professional background in bookkeeping and as an accounting assistant, I am confident that my skills and experience align well with the requirements of this role.

I am a graduate of Southern Leyte State University, holding a Bachelor's degree in Business Administration, major in Marketing Management. My previous work experiences allowed me to develop strong organizational, record-keeping, and administrative skills, particularly in handling financial documents, maintaining accurate records, and ensuring timely and efficient office operations.

Having worked in bookkeeping and accounting support, I have become proficient in managing data, preparing reports, and assisting in office workflows that require keen attention to detail and confidentiality—qualities essential for the Administrative Aide IV role. I take pride in being a reliable and organized professional with excellent communication skills, traits that enable me to contribute effectively to a collaborative work environment.

I am excited about the opportunity to bring my experience and dedication to your esteemed institution and support its administrative functions with efficiency and integrity. I would be delighted to further discuss how my qualifications meet the needs of the position. Thank you for considering my application. I look forward to the possibility of joining your team and contributing to the continued success of Visayas State University. You may reach me at rosellaparmo1015@gmail.com or 0935-590-4038.

Sincerely,



Rosella Parmo