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**RAYMUND M. IGCASAMA**

University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir,

Good day! I am writing this application letter to express my interest in the School Credits Evaluator Position, assigned to the University Registrar in VSU. I found this available job posted through your website.

I graduated from Visayas State University in 2022 with a Bachelor of Science in Agribusiness. With that, I gained work experiences, including as a data enumerator (phone call & field work), customer service representative at Optum Global Solutions in Cebu City, and office clerk at MJMiles Hardware and Construction Supplies. Having experience with these three different jobs has helped me not just in honing my skills, but also I have gained knowledge out of it. As I was a customer representative, the job taught me to effectively communicate with diverse people and be able to assist with their inquiries and needs and solve their issues in real time. I learned how to socialize with my colleagues and the importance of teamwork. I was also an office clerk for more than a year. My job includes journalizing and posting transactions, recording inventory and official receipts, encoding, printing, and scanning documents, and sometimes filing BIR forms online. I could also say that I am knowledgeable in using MS Office. I am organized and good at time management. I am trustworthy, coachable, and very open to work suggestions and any constructive criticism as long as it can help me grow as an individual.

I am very excited to learn how your department works and how I can positively contribute to your department. I'm hoping that the qualities I've acquired from my previous employment will be put to use and will foster. And lastly, I am very persevering, determined, and willing to learn anything that I need to know about the available position. If you think I meet the qualifications you need. I am more than willing to come for an interview at your most convenient time. You can contact me through my email because you may not reach me by phone call since we have a poor signal network.

I am so thankful for this opportunity and I'm hoping for your favorable response. God bless you, and more power to you.

Sincerely,

  
Helen P. Itable