

ALMERA D. CIRCULADO

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February 6, 2025

ANDREW A. MAZO

Head, Institute of Human Kinetics

Visayas State University

Visca, Baybay City Leyte

Dear **Mr. Mazo**,

Greetings!

I am writing to express my interest in your office's Administrative Aide IV (Clerk II) position. I graduated from Visayas State University (VSU) with a Bachelor of Science in Agriculture, majoring in Horticulture. In November 2022, I successfully passed the licensure examination for agriculturists. I have been working in the VSU under the Office of the Vice President for Administration and Finance (OVPAF) as a Clerk from September 2020 to September 2023. I was also assigned as DEMO I from October 2023 to December 2023 and currently working as an Administrative Assistant in the Management Information System (MIS).

Throughout my career, I have developed a comprehensive skill set in office management, administrative support, and customer service. My previous roles have equipped me with the ability to handle various administrative tasks, such as responding to inquiries, addressing concerns promptly and professionally, managing paperwork, and maintaining office records. I am proficient in using office software and have a proven track record of delivering high-quality administrative support in fast-paced environments.

If given the opportunity to work with you, you can rely on my dedication, dependability, and eagerness to learn more about the job and its responsibilities. Attached is my resume, personal data sheet (PDS), a scanned copy of my transcript of records (TOR), diploma, and Certificate of Eligibility for your review.

I am available for an interview at your earliest convenience.

Thank you for considering my application.

Sincerely,



ALMERA D. CIRCULADO

Applicant