

October 03, 2025

LOUELLA C. AMPAC

Director
Finance Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Ampac:

Good day!

I am pleased to apply for the position of Administrative Aide IV (Clerk II). As an experienced Admin Aide III (Job Order) at Finance Management Office and Account Officer at my previous work, I believe that my skills and qualifications meet the requirements of this position.

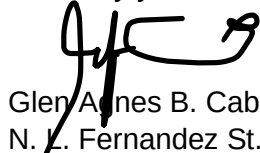
With three years of experience at Card Bank Inc. and one year at FMO, managing account and financial accounting, I gained a strong understanding of financial management practices and excellent analytical skills. My experience has also provided me with exceptional interpersonal, communication and organizational skills that I believe are essential for success in the role of Administrative Aide IV (Clerk II)

Working at Card Bank Inc. and Finance Management Office, I gained experience in creating and managing databases, managing payments and receivables, and preparing financial reports. My previous experience as an account officer and admin aide III gave me the ability to work under pressure, multi-task and effectively prioritize my work.

As an Administrative Aide III, I am confident that I can contribute to the growth and success of your organization by doing what is required on the job. I want to apply my knowledge and experience in a new and challenging environment and learn from my colleagues. I am also excited about the opportunity to further develop my skills and take on new responsibilities.

Thank you for considering my application for the position of Administrative Aide IV (Clerk II). I look forward to discussing my qualifications and experience during the interview.

Sincerely yours,



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