

**Jhonna Mae T. Lao**

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09193404988

**Human Resource Management Officer**

Office of the Director for Human Resource Management

Visca Baybay City Leyte 6521-A

Dear Sir/Madam,

I am writing to apply for the **Administrative Aide III (Clerk I)** permanent position. I am a **Career Service Sub-Professional Eligible**, which qualifies me for this role, and I bring several years of relevant experience in administrative work, client engagement, and data management.

My professional background at Eperformax Contact Centers & BPO has equipped me with strong skills in documentation, records handling, and administrative support. I have consistently demonstrated accuracy, attention to detail, and efficiency—skills essential for success in a clerical role. I also have experience preparing reports, managing operational tasks, and supporting daily office functions.

In addition to my eligibility certification, I have a solid foundation in management accounting and have completed training in QuickBooks Online, which strengthens my ability to handle clerical and financial documentation tasks.

I am highly organized, dependable, and eager to contribute to your office's efficiency and success. I look forward to the opportunity to bring my skills and dedication to your team.

Thank you for considering my application. I am available at your convenience for an interview and can be reached at my viber:09193404988 or via email at

[jhonnaemaetoonglao@gmail.com](mailto:jhonnaemaetoonglao@gmail.com).

Respectfully,

**Jhonna Mae T. Lao**