

May 24,2025

QUEEN-EVER Y. ATUPAN

Head

Cashiering Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

I, Edelina P. Avellana, writing this letter to express my intent to apply as Administrative Aide VI position in Cashiering Office at Visayas State University.

I graduated last August 12,2022 in this institution with the degree of Bachelor of Secondary Education major in Mathematics. I also pass the Licensure Exam for Teachers on September,2023.

For 2 years, I applied my skills and knowledge at Heana General Trading (EVERGRANDE GROUP Inc.) as trainee Supervisor for 1 month and was promoted to be Human Resource Personnel. With this, I learned how to handle employees , monitor their time schedule and progress in their job and maintaining confidential records.

From the experience I had, I am confident that I qualified in this position. I attached my pertinent documents for your further reference and appreciate you for taking time to read and I'm looking forward to your positive response.

Sincerely,


EDELINA AVELLANA
Applicant