

04 August 2023

ALICIA M. FLORES

Head, Budget Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Flores,

I hope you are doing well, Ma'am. Please consider me an applicant for the Administrative Officer II (Budget Officer I) position in Visayas State University (VSU) – Budget Office, as posted in the VSU Jobs website.

I graduated from Western Leyte College of Ormoc in 2017, with a degree in Bachelor of Science in Accounting Technology. In the same year, I passed the Career Service Examination, hence, I have a Career Service Professional Eligibility. Aside from that, I have been awarded with a National Certificate III in Bookkeeping and became a member of the Institute of Certified Bookkeepers in 2016. Given all my educational and professional qualifications, I believe I am a great fit for this position.

My professional/work background for the past years involved administrative work, file organizing, handling billing/payroll and making office reports (liquidation, progress reports etc.) and other clerical responsibilities. As a document controller for three years, I have experience in administrative services and in documents and records management. I am an efficient worker with great organizational skills and I always pay attention to detail.

I also have great interpersonal skills because I have interacted with different clients and provided support for my colleagues. I am good at task management and capable of working independently and with a team. Having mentioned all of these, I believe I will be effective for this position and will become a great asset to your office if given the chance to become part of it.

I hope you consider my application and I look forward to hearing from you soon. If you have any further questions, please contact me through 09612443257 or email at cristonapas1993@gmail.com.

Thank you and keep safe!

Respectfully yours,

CRISTON U. APAS

Applicant