

Clarence D. Eralino

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University Registrar

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Igcasama:

I am writing to express my sincere interest in applying for the position of School Credits Evaluator under your office at Visayas State University. As a proud Viscan and a recent graduate of this university, I am deeply honored to have the opportunity to give back and serve the institution that has played a vital role in my personal and academic development.

During my time as a student, I had the privilege of working as a student assistant at the University Registrar's Office, which gave me valuable insight into the processes and responsibilities related to academic records management, student document processing, and credit evaluation. This experience allowed me to develop strong attention to detail, familiarity with the university's policies and systems, and a deep appreciation for the importance of accurate and efficient service to students and faculty.

With my hands-on experience in the registrar's operations and my background in Bachelor of Science in Agribusiness. I believe I am well-equipped to take on the responsibilities of a School Credits Evaluator. I am highly organized, dependable, and capable of handling sensitive information with confidentiality and accuracy. I am also adept at working both independently and as part of a team, which I believe is essential in maintaining the integrity and smooth workflow of the Registrar's Office.

It would be a privilege to continue serving VSU in a more professional capacity, and I am excited about the prospect of contributing to the university's mission through this role. I am confident that my experience, values, and dedication make me a suitable candidate for this position.

I am hopeful for the opportunity to discuss my application further in an interview at your convenience.

Thank you very much for your time and kind consideration.

Respectfully yours,

Clarence D. Eralino