

MA. ASHLEY E. CAMASIN

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May 06, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

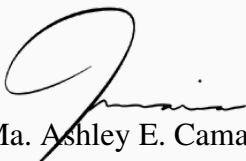
Dear Director Colis:

I am Ma. Ashley E. Camasin and upon learning that Visayas State University is accepting applications for an Administrative Aide III (Clerk I) position at the Dean of Students Office through the Civil Service Commission Job Portal, I immediately became eager to express my interest in applying for the job. I was employed in the private sector as a Sales Administration Associate at Orix Metro Leasing and Finance Corporation, however, being in public service has always been my goal and aspiration. I have been actively looking for that opportunity while earning the necessary work experience and pursuing further studies to boost my qualifications.

I am currently enrolled in the second semester of my second year as a law student at the DVOREF College of Law. I graduated from the University of the Philippines Visayas Tacloban College with the degree of Bachelor of Science in Management. My undergraduate program taught me organizational behavior, technical communication, and strategic, operations, and human resource management. It has also allowed me to develop initiative and adequate computer literacy as well as organizational and communication skills. As a management student, I frequently experienced working in teams, and I have exhibited active involvement in all tasks. I was a remote intern at the International Association for the Exchange of Students for Technical Experience, Philippines for our practicum where I have learned how such organizations communicate with its local constituents, highlighting the importance of every part of an organization for its operations. In my previous employment, I have obtained capability in documentation, cash fund, and reports management. The position is likewise closely related to customer service, and I have experienced firsthand how to handle inquiries and task prioritization. I am also a Civil Service Exam passer with a Civil Service (Professional) Second Level Eligibility.

I believe such knowledge and experience are relevant to the position I am applying for. As a young adult and new member of the workforce, I have the eagerness to learn more in a formal work environment, most especially to be in government service and ultimately contribute to society. I look forward to hearing from you at your earliest convenience to discuss how my qualifications can prove valuable to your organization. Kindly see the attached Personal Data Sheet, Work Experience Sheet, Resume, Certificate of Eligibility, Diploma, and Transcript of Records for reference. Please do not hesitate to call or text my mobile numbers 09457639207 / 09922793519 or reach out via email at ashleycamasin03@gmail.com.

Best regards,



Ma. Ashley E. Camasin