

**TRISHA GIL BORROMEIO**

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December 20, 2022

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ma'am Colis;

I would like to apply for the position of Administrative Aide VI (Clerk III). Place of Assignment: VSU Main.

I was excited to read about the job opening at your agency. I have several years of experience in many aspects of office administration. I have been responsible for accounting, ordering stock and office supplies, maintaining records, creating payroll and updating inventories, scheduling appointments, and anything related to my job description.

In addition to my office experience, I have communication skills, customer service, computer and administrative skills. My broad background makes me an excellent candidate for this position.

I would appreciate the opportunity to discuss with you the job opportunity you have available. Thank you for your time & kind consideration.

Sincerely,

  
**Trisha G. Borromeo**  
Applicant