

Brgy. Pangasugan
Baybay City, Leyte
09, MAY 2024

ALICIA M. FLORES

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

Dear **Mrs. Flores**,

Greetings!

I have read on the website of VSU-HRIS that you are looking for an Administrative Assistant III. This application letter you may consider for your vacant position.

I am **Maribel L. Caballero**. I graduated with a Bachelor of Science in Agribusiness last August 2022 in Visayas State University - Main Campus. And I am currently enrolled on Master of Public Administration in College of Maasin. I am applying for the vacant position. I have experience working as a clerk at Visayas State University in the Accounting Office. I am responsible for preparation of remittance of Pag-ibig, PhilHealth, GSIS Back premium and in-charge of posting of payroll of Casual and Job Order. I am very eager to fill this vacancy and not to waste this opportunity. My personal qualities revealed teamwork, hardworking, passion to do tasks and able to work without supervision. I look forward to the opportunity of meeting with you and discussing my suitability for the position further. I am available for an interview at your convenience.

I can assure you that I will be your asset. I can be reached anytime on caballeromaribel1322@gmail.com and I'm enclosing my personal data sheet for your reference.

Thank you for your time and consideration and I am looking forward to a positive response about it.

Sincerely yours,


MARIBEL L. CABALLERO