

## APPLICATION LETTER

July 11, 2025

**LOUELLA C. AMPAC**

Director, Finance Management Office

Visayas State university

Visca, Baybay City, Leyte

Dear Ma'am Ampac,

I am writing to apply for the Clerk position on your office, bringing two years of administrative support and Sales Center Clerk experience. In my previous roles, I handled data entry, filing, appointment scheduling, transaction processing, and customer assistance always maintaining accuracy and professionalism. I introduced improved filing practices that sped up document retrieval and supported efficient daily operations.

I am proficient in Microsoft Office, POS systems, and database management, with strong organization, multitasking, and communication skills. I am eager to contribute these strengths to your team and support smooth office workflows.

Thank you for considering my application. I am hoping for the opportunity to contribute to your Office's mission and would welcome the chance for an interview at your convenience.

Sincerely,



**REMELITO A. SABEJON**

Applicant