

**ANTHON MIGUEL E. CABILING**

222 Andres Bonifacio Street  
Barangay Paulino Avellana – Zone 2  
Baybay City, Leyte. 6521  
[cabilinganthonmiquel@gmail.com](mailto:cabilinganthonmiquel@gmail.com)  
0965-088-4751

August 21, 2024

**JOEL REY U. ACOB**

Director  
Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir Acob,

Good day!

I am writing to express my interest in the position of Administrative Aide VI (Clerk III) with a salary grade (SG) 6. I recently graduated with a Bachelor of Science in Statistics from Eastern Visayas State University, and I am eager about the opportunity to bring my expertise to your esteemed agency.

Throughout my academic career, I have developed a foundation in statistical methods, data handling, and research skills. My coursework has equipped me with the ability to accurately gather, organize, and analyze data to ensure its reliability. I was honored to receive the Excellent Researcher Award for my thesis paper, which reflects my dedication and hard work. Additionally, I am particularly drawn to the opportunity to work in the said division due to my passion for public service and my desire to contribute for the betterment of our community. I am confident that my analytical skills, attention to detail, and commitment to excellence will enable me to make a meaningful impact in any role I undertake.

Beyond my academic achievement, I possess strong interpersonal skills and keen eye to details. I am confident to my ability to interact with diverse individuals while maintaining the integrity of collected information according to ethical standards.

Enclosed are my Personal Data Sheet and a copy of my Transcript of Records, which provides further details about my educational background and achievements. I would welcome the opportunity to discuss how my skills and knowledge align with the needs of your team.

Thank you and have a great day.

Sincerely,

  
**ANTHON MIGUEL ELORCHA CABILING**