

June 20, 2025

Ms. Queen-Ever Y. Atupan

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

Dear Ms. Atupan,

Good day!

I am writing to formally express my interest in the **Administrative Aide VI (Clerk III)** position at the Cashiering Office of Visayas State University. I am a graduate of **Bachelor of Science in Agribusiness** from Visayas State University, Class of 2024, and I believe my educational background, work experience, and personal drive make me a qualified candidate for the position.

Currently, I am employed as a **Receptionist at Motor Ace Baybay**, where I provide front-line support to clients and perform various clerical and administrative tasks such as managing documents, handling client inquiries, and assisting in simple financial transactions. These responsibilities have equipped me with relevant skills in records management, customer service, and multitasking in a fast-paced environment.

Moreover, I successfully passed the **Career Service Professional Examination** last March with a rating of **86.03%**, granting me eligibility for both first and second-level government positions. I am also proficient in **Microsoft Office tools** such as Word, Excel, and PowerPoint, and I am confident in my ability to adapt to the technical and operational requirements of the Cashiering Office.

I am a reliable, detail-oriented, and service-driven individual who is eager to contribute to the university's commitment to excellent public service. I am confident that my background aligns well with the duties expected of an Administrative Aide VI.

Attached are my Personal Data Sheet (CS Form No. 212), diploma, transcript of records, certificate of eligibility, and other supporting documents for your evaluation.

I would appreciate the opportunity to be part of your esteemed office. Thank you for considering my application.

Respectfully yours,

Andie Lee V. Galenzoga
Administrative Aide VI Applicant