

Brgy. Pangasugan
Baybay City, Leyte
05, June 2024

MARIA ROBERTA S. MIRAFLOR
Head of Records and Archives Office
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Miraflor**,

Greetings!

I have read on the website in VSU HRIS that you are looking for an Administrative Aide VI. This application letter you may consider for your vacancy.

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 was responsible for remittance of Pag-ibig, GSIS Back premium and currently in-charge of posting of payroll of Casual and Job Order Employees. I am very eager to fill this vacancy and not to waste this opportunity. My personal qualities revealed teamwork, hardworking, passion to do tasks, willingness to be learn new 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