

Saralyn Auman Guillen

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HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ma'am,

I am writing to express my sincere interest in the position of Administrative Aide VI (Clerk III) at Visayas State University. With experience in administrative support, records management, and basic financial monitoring, I am eager to contribute to the efficient and organized operations of your office.

In my previous role as a Customer Order Management Officer at FAS Diagnostic Inc., I strengthened my skills in documentation accuracy, records organization, and office coordination. I validated purchase orders, ensured correct pricing and quantities, and maintained updated inventory reports. These tasks helped me develop a strong attention to detail and the ability to manage records essential for smooth administrative workflow.

My role at CRIF D-B Philippines Inc. further enhanced my background in clerical and financial administrative tasks. I assisted in simple budget monitoring, processed petty cash and liquidation reports, and kept accurate records of expenses and reimbursements. I also handled routine administrative duties such as coordinating with suppliers, preparing basic budget requests, and ensuring proper documentation compliance.

I am motivated to apply my administrative and clerical experience to support the goals of Visayas State University. I am confident that my skills in documentation, records management, and process coordination will allow me to contribute effectively as part of your team.

Thank you for considering my application. I would be grateful for the opportunity to discuss how my background aligns with the needs of your office.

Sincerely,

Saralyn A. Guillen