

June 5, 2023

HONEY SOFIA V.COLIS
DIRECTOR, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Ma'am,

I am writing to apply for the position of Administrative Aide IV (Clerk II) with Plantilla Item No. ADA4-126-2004 as was recently made available in your office. I found this hiring information from the website jobs.vsu.edu.ph.

The opportunity presented in this listing is very interesting, and I believe that my experience and education will make me a competitive candidate for this position. The key strengths that I possess for success in this position include:

- Having excellent communication skills with my subordinates and clients.
- Having strong passion for helping others, providing support and assisting co-workmates and stakeholders in ways that benefit both personally and professionally.
- Having expert knowledge in accounting.
- Current Licensed Agriculturist.
- Knowledgeable on basic microsoft office program.
- Strive for continued excellence in the practice of profession to meet the common goals of the organization.

With a BS in Agribusiness, I have full understanding in auditing, tracking finances in relation to incoming and outgoing budget and supplies and preparation of inventories that is important in the position.

Please see my attached personal data sheet for additional information of my expertise.

I can be reached anytime via e-mail at margareth.batistil@vsu.edu.ph or my contact no. 09397565815.

I appreciate you time in reviewing this letter and hope to hear from you in regards to the next steps in the hiring process.

Sincerely,


MARGARETH TAGRA BATISTIL