

April 18, 2023

NICK FREDDY R. BELLO

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

Good day!


I have read from a post on the VSU HRIS page that your good office is in need of an Administrative Aide III. I am writing to express my interest to apply for the said position.

I am Joanah Louiela O. Boleche, a graduate of Bachelor of Science in Management at the University of the Philippines Visayas Tacloban College. I am computer literate, hardworking, can easily follow instructions, responsible and I am a reliable person with regards to work. I am willing to get trained and open to constructive criticisms. I am currently working in the university as an Administrative Aide III (Job Order Status), assigned in the Accounting Office.

My other experiences include being a Census Area Supervisor assigned in Baybay City for the 2020 Census on Population and Housing where I oversee 31 enumerators and 5 team supervisors. Through my coursework and work experiences, I have acquired good communication skills in performing secretarial and recordkeeping tasks, most especially in preparing reports, making communication letters and documenting activities. I passed the Career Service Eligibility (Professional Level) last April 17, 2016 with a general rating of 87.77%.

I have attached my resume for your review. I am willing to come for an interview at your most convenient time. Please contact me via email at joanah.boleche@vsu.edu.ph or through my mobile phone number at 09613401635. Thank you for your time and favorable consideration.

Respectfully yours,


Joanah Louiela O. Boleche
Applicant