

MARLITO G. PALERMO

Brgy. Candadam Baybay City, Leyte

+09513650704

+09657026533

marlitopalermo07@gmail.com

April 06, 2022

EDGARDO E. TULIN

University President

Visayas State University - Main

Visca, Baybay City, Leyte, Philippines 6521

jobs.vsu.edu.ph

Dear Sir TULIN,

I am writing to express my interest to work as Administrative Assistant III (Bookkeeper II) at Visayas State University – Main Campus. Please consider me as an eager applicant for the position.

I obtained my Bachelor's Degree in Agribusiness at the Visayas State University-Main Campus. I am equipped with the necessary knowledge including workforce organization, data monitoring, accounting, and clerical works. My advanced skills in Microsoft Suite Excel, experiences on data analyzing and monitoring, good communication skills, and my pleasing personality are some of the things that give me an advantage for the position.

I am very interested to use and utilize the skills I have developed in my undergraduate studies and work experience in DPWH Leyte 5th DEO. I am currently assigned at Finance Section as Administrative Assistant I (Permanent). I am also willing to gain involvement in any area you feel is suited to my skills. I wish to bring these qualifications and my commitment in your future venture.

For additional details regarding my expertise, strengths and skills, please review my attached PDS.

Thank you for taking time to consider my application.

Sincerely yours,



MARLITO G. PALERMO

Applicant