

January 10, 2023

HONEY SOFIA V. COLIS

Director, ODHRM
Visayas State University
Visca, Baybay City, Leyte

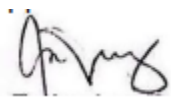
Dear Ma'am Colis,

I am reaching out to you regarding the Administrative Assistant II (Clerk IV) position posted on VSU Jobs website. I am interested in this position and would appreciate being considered as a candidate for it.

I've been working as a Data Encoder in VSU for over a year now and in Badgers Technologies Inc. for a year prior to that. I was also a Frontline Associate for over three years in Mlhuillier Financial Services Inc. My experience in Mlhuillier has given me expertise in working with clients and processing financial transactions such as remittances and jewelry. As an Office staff in UCPB Makati's Leasing and Finance department on 2014, I organized and encoded important personal and financial records of clients. I wanted to share what I'd learned in my line of work while also improving my social skills.

For more information, I have attached my resumé. I look forward to hearing from you on the next steps in the hiring process.

Sincerely,



Reinalyn P. Gumba

Applicant