

JERIMI ANN B. SATUITA

Development Communication

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Supply and Property Office

Visayas State University

Visca, Baybay City Leyte

Administrative Aide VI (Clerk III)

Dear Ma'am/Sir,

I'm writing to express my interest in the administrative assistant VI (Clerk III) position that you are offering. Reading the employment application inspired my interest and enthusiasm. I'm also open to any position for which I might be qualified. As an experienced professional, I think I have the credentials and abilities to be a valuable member of your team.

My career history includes as a student intern in Agricultural Training Institute Regional Training Center-8 when I was still studying in Visayas State University. On the same year, I have work as an emergency staff in one of Law Firm in Baybay City, Leyte ; Jervoso Law Office. To note that after I graduated last year until February 11, 2024, I worked as a credits and collection associate in one of the most successful direct selling company nationwide; Personal Collection Direct Selling Inc. I am confident that these experiences have given me the necessary skills that your team is looking for. I am detailed-oriented, motivated and organized professional who is capable of managing multiple tasks at once. My communication skills and interpersonal skills are of its advantage as I am comfortable working in a team environment.

I am excited about the prospect of joining your team and I am confident that I have the skills and experience to contribute to the success of your company. I would be happy to provide additional information and discuss my qualifications further during an interview.

Thank you for your time and consideration.

Sincerely,

JERIMI ANN B. SATUITA