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Human Resources Department

Visayas State University

Baybay City, Leyte

Dear Sir/Madam,

I am writing to express my interest in applying for the Clerk III position at Visayas State University. As an alumnus of the university, I have always held a deep appreciation for the institution's values, mission, and the pivotal role it plays in the development of the region.

In my previous position, I gained substantial experience in both clerical and administrative work, managing day-to-day operations, handling documents, correspondence, and performing routine office tasks. Additionally, I have developed strong leadership skills through my supervisory role, where I was responsible for guiding a team, ensuring effective communication, and facilitating smooth workflow in the department.

Furthermore, I am proficient in office software and familiar with office equipment, making me capable of handling various tasks such as data entry, filing, preparing reports, and maintaining records. My organizational skills, strong work ethic, and commitment to excellence make me confident in my ability to excel in the Clerk III position at Visayas State University.

I am enthusiastic about the possibility of joining your team and contributing to the continued success of Visayas State University. I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and qualifications align with the needs of the Clerk III position. Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to the university's goals.

Sincerely,

Cerilo V. Soria