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September 25, 2025

Ms. Honey Sofia V. Colis
Visayas State University – Main Campus
Visca, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the position of **Administrative Aide IV (Clerk II)** at Visayas State University – Main Campus, as advertised on *jobs.vsu.edu.ph*. With over a year of experience in the buy-and-sell and financing industry, I am confident that I can contribute meaningfully to your team at the Finance Management Office.

During my time with **Visayas Aegis Trading Corporation**, I have consistently demonstrated the core values of integrity, excellence, and professionalism. I refined my abilities in financial data management, precise cash handling, and systematic record-keeping. These skills, along with my accuracy in data entry and ability to use different office software, make me confident that I can support the daily work of the Finance Management Office effectively.

What draws me to this opportunity is the chance to be part of an institution like Visayas State University, known not only for its academic excellence but also for its commitment to service and community development. I am eager to bring my skills and strong work ethic to support the Finance Management Office in its daily operations and long-term goals.

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Thank you for considering my application. I would welcome the opportunity to further discuss how I can assist your team. I am available at your convenience for an interview.

Warm regards,



Christina V. Mahinlo