

August 27, 2024

NICK FREDDY R. BELLO
OIC-Head
Accounting Office
Visayas State University
Visca, Baybay City, Leyte

Dearest Sir Nick,

I am expressing my interest in the Administrative Aide VI position in our respective office.

Just a little information about my previous job is that I have spent more than five years of service in a private company in Cebu as a Customer Service Associate. My main job was to provide customer service support to different clients through case review and outbound calls. I also handled post-purchase support in which I will process order replacement/refund and contacting customers through emails. Within those years of service, I was then promoted as Subject Matter Expert (SME) assigned in handling teams, technical support and provided support to new endorsed employees.

Currently, I am working in the Accounting Office under your supervision. As current remittance-in-charge, I was given the tasks to prepare and process remittances intended to BIR, GSIS, Philhealth, Pag-IBIG and other agencies. But before that, I was also assigned in payroll posting for Job Orders and Casual staffs and prepare salary deductions. I certainly understand the weight and responsibilities of every task given to me and rest assured I am doing the best I can to meet all the expectations. With the new open position, I hope that my application will be considered.

If shortlisted, please feel free to notify me personally or thru email elizabeth.pasa@vsu.edu.ph

Thankfully yours,


Elizabeth D. Pasa