

Marco L. Cabras
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August 20, 2024

ALICIA M. FLORES
Head
Budget Office
Visayas State University
Visca, Baybay City, Leyte

Dear Maam,

I am writing to express my keen interest in the Budgeting Assistant position at VSU-Budget Office, as advertised at jobs.vsu.edu.ph. Although I may not have direct experience in this role, I am eager to bring my strong work ethic, adaptability, and commitment to teamwork to contribute to the success of your budgeting team.

While my educational background includes a different course, my current employment as a clerk has provided me with valuable skills that are highly transferable to the Budgeting Assistant role. As a clerk, I have learned the importance of organization, attention to detail, and accuracy when handling financial documents and data. Moreover, my ability to prioritize tasks and manage time efficiently has allowed me to excel in a fast-paced work environment.

What I lack in direct experience, I make up for with a strong willingness to learn and a determination to contribute positively to your team. I am committed to investing the time and effort needed to become a proficient Budgeting Assistant and exceed expectations in this role.

As a team player, I believe in open communication and collaboration. I enjoy sharing ideas, brainstorming solutions, and supporting my colleagues to achieve shared goals. My interpersonal skills will allow me to foster positive working relationships and contribute to a harmonious team environment at VSU-Budget Office.

I am excited about the opportunity to join and make a meaningful contribution to your budgeting efforts. I am confident that my strong work ethic, dedication, and ability to adapt will enable me to thrive as a Budgeting Assistant.

Thank you for considering my application. I am eager to discuss further how my skills and enthusiasm align with the needs of your team.

Looking forward to the possibility of being a part of the dynamic team .

Sincerely,



Marco L. Cabras