



January 20, 2023

PROF. MANOLO B. LORETO, JR
Dean of Students
University Students Services Office
Visayas State University
Visca, Baybay City, Leyte

Dear Prof. Loreto:

Greetings!

I am Merry Jean A. Caparas, 26, single, and a faculty member of the Institute for Strategic Research and Development Studies (ISRDS), under the position of Instructor 1. I am writing to your good office to express my interest in applying for a Dormitory Adviser position at any ladies' dormitory at VSU. As a young faculty member, I am excited to take an on-campus position. Whereby I could get engaged with students beyond the academic realm.

In my university days, I experienced living in dormitories both at VSU and internationally. Due to this, I can empathize with a variety of students and live in harmony with others, regardless of differences in culture and beliefs. Likewise, I have also developed my skills in managing conflict and gender sensitivity.

I attached herewith my curriculum vitae for your perusal. I look forward to hearing from you about the Dormitory Adviser position at VSU. Thank you in advance.

Sincerely yours,


MERRY JEAN A. CAPARAS
Instructor I