

December 01, 2023

DANIEL LESLIE S. TAN

Vice President for Administrative & Finance
Office of the Vice President for Administration & Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,


I want to apply as an Administrative Aide VI (CLERK III). I believe that I can do this job as I am familiar with the hard working, fast learner, can work with other people and proficient in Microsoft office programs.

I am a graduate of Bachelor of Arts major in English Language in Visayas State University. I have an experience as an Admin Aide III at the Visayas State University and as an Office staff/Secretary in KFB MARKETING at Zone 23 Baybay City, Leyte. I am currently working as Computer Operator at the Visayas State University under MIS project. I am currently living in Barangay Sabang Baybay City, Leyte. I assure you that I can take full responsibility for any job and I believe that I possess the personal qualities which support my selection as your Administrative Aide VI.

I hope you will consider my application. I would appreciate the opportunity to discuss with you my ability and other matters in person. I would be available for interview at any time.

Thank you very much. God bless and have a good day!

Sincerely yours,


Elvie D. Balbarino