

**May 12, 2021**

**DR. EDGARDO E. TULIN**

University President  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Dr. Tulin,

Good day!

I would like to apply for the position of Administrative Aide III as posted on the website [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph).

I have been employed in this institution for 7 years as a job order worker and I've gained in depth knowledge of the various task and duties required. As an office clerk, I simplified the process of retrieving data from the computer systems and other clerical duties such as filing, typing, answering phone calls and dealing with public. I am a flexible worker and can adapt to different situations that may occur and able to handle any additional duties. I hope that my expertise would be a good match for this institution.

I would greatly appreciate the opportunity to meet with you to further discuss my qualifications. I have enclosed my resume for your review. Thank you for your time and consideration.

Sincerely,



**LIZA ANN C. JAGONOS**  
Applicant