

September 28, 2021

DR. JOEL Q. MABALHIN

Head, Department of Teacher Education
Visayas State University
Baybay City, Leyte

Sir:

Good day!

I am taking this opportunity to apply for the Administrative Aide position at the Visayas State University.


I graduated from the Visayas State University-Main Campus with a Bachelor of Science in Agribusiness and currently pursuing my Master's Degree in Management major in Agribusiness Management. After I graduated, I passed the VSU clerical exam and was assigned to the Department of Teacher Education as an Administrative Aide. Last August 2019, I passed the Civil Service Exam (Professional). I am designated as the Deputy Document and Records Controller (dDRC) of the Department of Teacher Education from 2019 until the present. Moreover, I have developed good communication skills with other people, especially with my colleagues and superiors.

The combination of my strong background, education, skills, and relevant experience uniquely qualifies me for this position you are hiring. I am willing to learn new skills to fulfill the duties required to perform the task at hand.

Please see my PDS for additional information, and I have also included my three references. You can reach me anytime via my cell phone number, 0920-731-3902 /0926-180-3880, or via email, julieann.orias@vsu.edu.ph. Hoping for your positive response.

Thank you for your time and consideration.

Sincerely yours,


JULIE ANN ORIAS
Applicant