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July 3, 2025

The Registrar

Visayas State University
Baybay City, Leyte

Dear Sir/Madam,

Good day. I am respectfully writing to apply for the position of **Clerk** in the **Registrar's Office** of Visayas State University.

I am a college graduate who is eager to begin a meaningful career in a respected institution such as yours. Although I may not have extensive work experience, I am hardworking, willing to learn, and committed to doing my best in every task assigned to me. I am also knowledgeable in computer applications, particularly in Microsoft Office, which I believe will be useful in performing clerical duties.

I am genuinely interested in becoming part of your office, and I hope to contribute even in small ways to the smooth operation of your services to students and the public. I would be truly grateful for the opportunity to serve and grow professionally in your institution.

Thank you very much for taking the time to consider my application. I hope to hear from you at your most convenient time.

Sincerely,

