

7 January 2021

Dr. Edgardo E. Tulin
University President
Visayas State University
Baybay City, Leyte

Dear **Dr. Tulin**:

Greetings!

May I have the honor and privilege to submit my application for **Administrative Aide III** in your university. I am 25 years of age, in the best of health and with good moral standing in the community and from my present employer. I had finished a degree in Bachelor of Science in Agribusiness at Visayas State University and a graduating student in Master in Management major in Business Management at the same university.

With my office and field work experience, these had mold me to become a person with high perspective towards work. And in my previous job, as a Project Development Officer in Department of Social Welfare and Development assigned in Eastern Samar it has given me more knowledge on how to cope and interact in the field area. It is my earnest desire and passion to continue to develop my skills in interacting with people while creating a challenging and fun environment.

In addition to that I already have my Career Service Professional Eligibility and already passed the Clerical Examination of the University.

Hereto attached is my Personal Data Sheet for your perusal. Thank you for considering my application. I would appreciate the opportunity to be interviewed and look forward to hear from you in the near future.

God Bless!

Respectfully yours,


NORBERT JOHN O. VILLAS
Applicant