

17 April 2023

**Prof. Manolo B. Loreto Jr.**  
Office of the Dean of Students  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Prof. Loreto**:

May I have the honor and privilege to submit my application for Administrative Officer I in your office, I am 29 years of age, in the best of health, and with good moral standing in the community and from my previous employer. I finished a Bachelor of Science in Agribusiness at Visayas State University and a Master of Management major in Business Management at the same university.

My office and fieldwork experience gave me a high perspective toward work. I am currently in the Office of the Vice President for Student Affairs and Services, assigned as the Education Research Assistant of Dr. Aleli A. Villocino. My earnest desire and passion are to continue developing my skills in interacting with people while creating a challenging and fun environment and to serve and extend my skills in welfare and services to our students.

In addition to that, I already have my Career Service Professional Eligibility.

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 hearing from you soon.  
God Bless!

Respectfully yours,

  
**NORBERT JOHN O. VILLAS**  
Applicant