May 18, 2022

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

Sir:

Greetings!

I am writing this letter to express my intention to apply as an Administrative Aide III in your good office.

I am a graduate with a degree of Bachelor in Secondary Education Major in Mathematics last 2017. I also passed the Licensure Examination for Teachers last December 1, 2019. I have also acquired a certificate of training in Basic Operations of Microsoft Office 2010 (Word , Excel and Powerpoint). I am seeking the opportunity to implement my knowledge and skills and make contribution to your humble institution and with my educational background.

Aside from that, I know how to work under pressure and deal with different types of people which is very useful in clerical strategies. I believe that these qualities should possess by an academician and these support why I am a qualified to be an employee of Visayas State University.

Attached here are my personal data sheet and other relevant documents to justify my intention to apply for the position.

Thank you for your time and consideration.

Sincerely,

ROLDAN E. OMALAY
Applicant