

April 25, 2023

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

Thru: **Honey Sofia V. Colis**
Director
Office of the Director for Human
Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

I have heard that your office recently needs an Administrative Aide IV/Clerk II. Please consider me an applicant.

I am a Bachelor of Science in Hotel, Restaurant and Tourism Management degree holder and experienced in customer relations, and clerical skill that can be gleaned from my employment history and other professional experiences. I have passed the VSU Clerical Exam and I also passed the Career Service Subprofessional examination held on March 13, 2022.

I am a product of the Visayas State University. Fortunately, I have enjoyed the opportunity for a short-term employment in various institutions since my completion of a college degree. I have experienced dealing with various clients/people from all level or positions. I have also experience 9 plus years in administrative or clerical job in this University which I hope would be a great help if given the chance to render my service.

I am presently connected with the Visayas State University (VSU) Supply and Property Management Office (SPMO) and prior to that, I am previously working at the VSU Apartelle, both handling a multi-tasks under a Job Order contract while my other employment was with Cebu Parklane International Hotel.

My academic training and employment experiences make me very confident to fit the kind of worker your office is looking for.

Please find enclosed is my resume and other pertinent papers for your perusal. Thank you very much for giving me your most favorable consideration.

Very truly yours,



LINDON M. FERNANDEZ