

December 28, 2022

SUZETTE B. LINA

Head

Department of Soil Science

Visayas State University

Visca, Baybay City, Leyte

Ma'am/Sir:

Peace and all good to you!

Always drawn towards a great profession. With full encouragement and dedication, it is with great enthusiasm to express my interest to apply for **ADMINISTRATIVE AIDE IV (Clerk I)**, plantilla item no. ADA4-132-2004, SG-4 to be assigned at Visayas State University Main Campus that is currently available in your good office.

I am **Gretchen L. Duhay**, 25 years old, a resident of Calipayan, Dulag, Leyte and a ***Licensed Professional Teacher***. I finished my baccalaureate degree in **Bachelor of Secondary Education major in Mathematics** at **Visayas State University-Tolosa Campus** last June 2018. I believe that my knowledge, skills and abilities, and attitude within make me confident that I have the qualities of an ideal employee that your office needs. I believe that your department would give me the opportunity to learn more things in my chosen field and that would excel my skills further.

Attached are my pertinent papers for your evaluation. I am most willing to attend to any of your concerns about my application, thus, I will be very much available to submit myself for any interview or requirements you may need to fully assess my personality and qualifications. For any of your concerns, please feel free to contact me at my email address gretchenduhay28@gmail.com or you may call me with my cellular numbers +63 946-529-6360.

I thank you very much for considering my application and looking forward to hearing from you.

Respectfully yours,



GRETCHEN L. DUHAY

Applicant