

January 06, 2021

**LOURDES B. CANO**

Director, ODAS/HRM

Visayas State University, Baybay City, Leyte

Madam Cano:

I have learned that Visayas State University of Baybay City, Leyte is in need of an Administrative Aide VI (Clerk III) from which I enthusiastically write this letter to inform you of my interest to apply for the said position.

In my recent employment at Eastern Visayas Regional Medical Center for the Medical Records, I have been employed as a receiving clerk at the said department. By which I have engaged in diverse paper works and processes on how to strictly impose privacy and security. Furthermore, I am a graduate of Bachelor of Science in Information Technology at Leyte Normal University, with that I have a broad understanding on computers especially on MS applications.

I fervently request you to consider me for the position. Enclosed is a copy of my personal data sheet for your perusal. Thank you very much!

Respectfully yours,

**ANDRE LORENZO T. BITANGJOL**

Applicant