

May 16, 2023

Human Resource Management Office
Visayas State University
Baybay City, Leyte

Greetings!

I am writing to express my interest in Administrative Aide III position.

I am Armelyn S. Serojales, a graduate of Bachelor of Science in Agriculture at Visayas State University- Baybay City, Leyte. I graduated last June 14, 2017. I wish to bring my knowledge, skills and commitment to excellent at your good office.

My work experience as Clerk and Agriculture Technician at the Local Government Unit of Hinundayan, Southern Leyte helped me developed and boost my interpersonal skills thru various activities we have conducted. Thus, I can use my knowledge and burning passion to provide better services.

I am hoping that this application will merit your favorable considerations.

Thank you!

Sincerely yours,


ARMELYN S. SEROJALES