

January 18, 2020

**LOURDES B. CANO**

Director for Admin. & Human Resource Devt. Office  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Ma'am:

Good day!

I would like to apply for Administrative Aide III position. I hope you would take some time to carefully consider my application because I earnestly desire to work in your institution.

My name is EDWARD A. DE LA CRUZ, 26 years old, single, an alumnus of AMA Computer College Tacloban Campus. I believed that my educational background and experience has equipped me with appropriate knowledge and skills to assure whatever function you will give me. I would like to be part of your institution and contribute my acquired skills, enthusiasm, commitment and drive for continued service and development of this institution.

Attached is a copy of my papers. Upon request, I would gladly provide other necessary documents that you will require.

Should you find interest in my application, I would very much delight to come to your office at your most convenient time and date. Please feel free to contact me through this cellular phone number 09060578838.

Thank you for the attention you have given my application.

That in all things, God may be glorified.

Very truly yours,

A handwritten signature in black ink, appearing to read 'EDWARD A. DE LA CRUZ', with a large, stylized initial 'E' and 'D'.

**EDWARD A. DE LA CRUZ**  
Applicant