

March 21, 2023

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

Greetings!

Dear Ma'am Colis,

I would like to apply for clerk I in casual position at the Office of the University Registrar. In addition, I enclosed my Transcript of Records along this letter for your consideration.

I'm currently working as J.O at the Office of the University Registrar for 2 years now. I am applying for Career Service Exam this March 26, Sunday and hoping that I would be able to cope with this exam.

I'm hoping to continue working in an organization that provides an opportunity to capitalize my skills & abilities in any field.

I would be grateful if you can contact me, or keep my information on file in future openings. Thank you for taking time to review my application.

God bless!

Sincerely,

JESSICA NIÑA P. LESIDAN