

Brgy. Kilim

Baybay City, Leyte – 6521

June 5, 2024

To:

PROSE IVY G. YEPES

President

Visayas State University

Pangasugan, Baybay City, Leyte

Thru:

ELWIN JAY V. YU

Vice President for Administration and Finance

Visayas State University

Pangasugan, Baybay City, Leyte

Subject: Job application letter for the position of Administrative Assistant II (Clerk IV)

Respected Ma'am,

I am Mark Louis L. Garces, a former employee at the Supply and Property Office, and I would like to apply for the position of Administrative Assistant II (Clerk IV) in the Physical Plant Office.

I have 8 months of experience as a clerk at the Supply and Property Office, continuing Mr. Juancho Lao's work and working as the IT specialist in the office. I also have 4 months of experience as a clerk at the Municipal Hall of Hilongos in the Department of Local Civil Registrar. I also worked as an encoder at the VSU – Main Campus for about three semesters in the University Registrar at Admin Building. I have an in-depth knowledge of the duties to perform and expertise in the particular field of work that would help me accomplish all the assigned tasks.

I have enclosed my resume and personal data sheet for your reference and review. I have also provided my contact information. Please feel free to contact me in case of any questions.

Thank you for your time and consideration.

Sincerely yours,



Mark Louis L. Garces

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