

April 25, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Thru: **MR. MARK RYAN TRIPOLE**

Head

Department of Pure and Applied Chemistry

Dear **Dr. Yepes**,

I am writing to express my interest in the Administrative Clerk VI (Clerk III) position that is currently available at the Department of Pure and Applied Chemistry. I am Marily V. Seville, a casual Administrative Aide III clerk of the University Review Services office. With my strong organizational skills, attention to detail, and experience in administrative roles, I am confident that I would be an asset to you.

I am proficient in office software such as word, excel, and powerpoint and quick to adapt to new technologies and processes. Additionally, I am a proactive and detail-oriented individual who thrives in a fast-paced environment. I am confident that my skills, combined with my positive attitude and willingness to learn, would allow me to make a meaningful contribution to your office.

Thank you for considering my application. I am available for an interview at your earliest convenience.

Sincerely,



**MARILY V. SEVILLE**

Applicant