

August 08, 2023

HARVIE P. PORTUGALIZA

OIC, College Dean, CVM
College of Veterinary Medicine
Visayas State University
Visca, Baybay City, Leyte

Subject: Application for Administrative Aide III (Clerk I)

Dear Sir Portugaliza,


I wish to apply for an Administrative Aide III or any position commensurate with my qualification. I am Sherwin Gerilla Grado, a Bachelor of Science in Criminology graduate at Holy Spirit College Foundation in Tacloban City, Leyte.

According to the job description, you're searching for applicants with exemplifying integrity and professionalism, complies VSU's standards of delivery or service level agreements, communication savvy, and effectively communicates and interacts with colleagues. As a criminology graduate, my studies focused on professionalism, relationship and reporting methods. Also, during my studies, I was able to handle different type of people in my on the job training days which I was appointed in Police Station II in Tacloban City, Leyte. I know that I would bring the same drive and determination to work as a Clerk at Visayas State University.

If given a chance, I am willing and ready to report for an interview at your convenient time. You may contact with my mobile number **09309043855**.

Thank you very much and more power and blessings to come.

Very respectfully yours,



SHERWIN G. GRADO