

DR. DANIEL LESLIE S. TAN  
OIC President  
Visayas State University  
Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS  
Director, ODHRM  
VSU, Baybay City, Leyte

Dear Dr. Tan:

Greetings!

I would like to express my interest in the available Administrative Aide I (Utility) position at the University Learning Commons (Library). Visayas State University. I obtained my Alternative Learning System diploma in the year 2022. I was a bindery helper at the University Library from 2015 to 2021 and now I am currently working at Visayas State University-ARIC as JO since 2021. Given a chance, I desire to serve more years to continue enhancing my skills and potential, as well as to contribute to the success of the university.

I am hoping for your positive response to this application.

Thank you so much!

Sincerely yours,

  
MELFAR MATUGAS  
Applicant