

Brgy. Kilim

Baybay City, Leyte – 6521

7th February, 2024

To,

DANIEL LESLIE S. TAN

Vice President for Administrative & Finance

Office of the Vice President for Administration & Finance

Visayas State University

Visca, Baybay City, Leyte

Subject: Job application letter for the position of Administrative Assistant III

Respected Sir,

I am Mark Louis L. Garces and I would like to apply for the role of Administrative Assistant III at your department.

I have 5 months of experience and ongoing as a clerk at Supply and Property Office here at VSU. I also have 4 months of experience as a clerk at the Municipal Hall of Hilongos in the Department of Local Civil Registrar and I also experienced working as an encoder at the VSU – Main Campus for about three semesters in the Admin Building. I have an in-depth knowledge of the duties that I will have to perform and expertise in the particular field of work that would help me accomplish all the assigned tasks if I were placed in your department.

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. I am looking forward to meeting with you in person for an interview.

Thank you for your time and consideration.

Sincerely yours,



Mark Louis L. Garces

Contact number: +639094919643

VSU email address: mark.garces@vsu.edu.ph

Email address: mlgarces321@gmail.com

Facebook account: <https://www.facebook.com/marklouis123/>