

March 20, 2023

Dr. EDGARDO E. TULIN
University President
Visayas State University
Baybay City

THRU: Ms. HONEY SOFIA V. COLIS
OIC- Director, ODHRM

Dear President Tulin,

Greetings!

I am writing this letter to express my interest for the position of Administrative Aide III under the Office of the University Registrar. I am a Civil Service Eligible (Professional) with a four-year experience in administrative works. I am a hardworking person, trustworthy and a fast-learner. I am willing to work on things beyond my functions and can work overtime when needed. I am willing to visit your office for an interview at your most convenient time.

For additional details regarding my qualification you may contact me at 09187377075 or via email at arielmorilla@yahoo.com.

Thank you for taking time to consider this application and I look forward to hearing from you.
God Bless!

Sincerely yours,

ARIEL C. MORILLA