

February 15, 2021

Dr. Edgardo E. Tulin  
President  
Visayas State University  
ViSCA, Baybay City, Leyte

Thru: Dr. Remberto A. Patindol  
Vice President for Administration and Finance

Dear Sir:

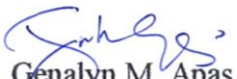
I wish to submit my application for Administrative Aide III. I believe that my experience, education, and skill set have prepared me to meet the duties and challenges of the position. I completed my Bachelor's degree in Agribusiness last April 2013. Since then, I have worked in different companies with administration duties and have gained knowledge in the various tasks assigned.

Currently, I am working at the Department of Biotechnology as a clerk (Job Order status). Working in the department has helped me show my competency in clerical duties like filing, typing, and dealing with the public. Should you have any questions, please feel free to contact me any time at your convenience.

I welcome the opportunity to work in the University with the position applied. Please see my resume for your reference.

Thank you for your time and consideration.

Respectfully yours,

  
Genalyn M. Apas  
Applicant