

December 06, 2023

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance
Office of the Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Thru : HONEY SOFIA V. COLIS
Director, HRMO

Dear Sir,

I am writing to express my intention to apply for the vacant position of Administrative Aide VI under the Office of the Vice President for Administration and Finance. Given the circumstances, I would like to indicate my interest in the above-mentioned opportunity.

I graduated from Visayas State University with a degree in Bachelor of Science in Agricultural and Biosystems Engineering, and I believe this provides me with the exact leverage, as I am willing to learn and be flexible in your workplace. I also have a national certificate in Rice Machinery Operation (RMO-NC2) and other training certificates related to agriculture. In addition, I have been freelancing as a graphic designer and customer service representative for almost a year.

I am fervently hoping and praying that you will consider my application. Rest assured that I will give my best to help the present administration deliver effective public service, particularly in the continuous improvement and development of the Agricultural Sector, and I will continuously support every project and program of the administration that will benefit our constituents and our city.

I strongly have faith that your work environment would be a conducive ground for me to practice my expertise and knowledge. If you do hire me for this position you will be pleased with my positive work ethics. I look forward to hearing back from you. Thank you so much and more power.

Very truly yours,


JANMARK P. CASTAÑEROS