

May 18, 2022

MARWEN A. CASTAÑEDA

University Registrar
Office of the University Registrar
Visayas State University

Dear Ma'am Castañeda,

I wish to apply for Administrative Aide IV position in your good office. I believe that my one year and 9 months of experience with the Office of the University Registrar as Records In-Charge and Course Evaluator will fit for the said position.

I am a flexible team player and can adapt to various situations that may occur and handle any additional assigned duties. Additionally, I am an extremely friendly and organized professional with proven administrative skills. In fact, I rated 97% for Clerical Speed and Accuracy, 94% for Language Usage and 93% for numerical ability during the Clerical Exam held in University Student Services Office last March 10, 2020. Moreover, I am already Civil Service Eligible (Professional).

Enclosed is my updated Personal Data Sheet, Curriculum Vitae and other supporting documents for your perusal.

Thank you for your time and consideration.

Sincerely,

VICTOR FELINO C. CALUNANGAN

Applicant