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VISAYAS STATE UNIVERSITY- MAIN CAMPUS

Baybay city, Leyte, 6521

Application Letter for ADMINISTRATIVE AIDE VI POSITION (CLERK III)

October 1, 2020

Dear Ma'am Lourdes B. Cano:

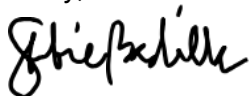
With reference to your announcement that was posted on your official page VSU HRIS, I wish to apply for the position **Administrative Aide VI Position (Clerk III)** on your good office. I graduated as Bachelor of Animal Science in Visayas State University- main campus in School Year 2019. I also worked as Medical Sales Representative for one year right after my graduation.

I believe that I have the necessary skills and abilities for this job. I am organized, resourceful, personable and a fast-learner. I am also fluent in English, Tagalog and Bisaya. I am willing to learn to maximize my potential.

I am also very eager to become part of the team like yours. Joining your organization would give me a chance to develop useful skills that will help in pursuing my long-term career goals. I am looking forward for this employment. I am available for interview weekdays from 8:00am to 11:00am. Please contact me thru my email: [febieallyssa@gmail.com](mailto:febieallyssa@gmail.com) or my phone number 0966364308/053-5607661.

May God bless you and More Power!

Sincerely,



FEBIE ALLYSSA C. BADILLA





Edit with WPS Office