

March 24, 2021

Director for Admin. & Human Resource Devt. Office
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

Ma'am/Sir,

Good Day!

I recently become aware of the vacant position that you have for Administrative Aide III (Clerk I). Hence, I would like to express my interest to infuse the said position. I am a graduate of Bachelor of Arts in English.

During my studies, I learned to communicate and gather accurate information towards different people efficiently and effectively. It also taught me how to socialize and adapt various group of people with a proper behavior, since studying one's culture was one of my degree's curriculum. Additionally, I am confident to become versatile and flexible upon learning new experiences, and to be able to endure problems, solve them logically, professionally and based on facts only. I am optimistic that all of my qualifications as an applicant would met your standard. If given a chance to be considered it would be my dreams fulfillment to be in a service of my beloved alma mater.

Thank you very much and I will wait for your favorable response. God bless you.

Sincerely Yours,

Hannah R. Barro
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