

August 12, 2022

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

Dear Dr. Tulin:

Good day!

This is to express my great interest of applying to the Administrative Aide VI position available at the Office of the Head of Records and Archives. I am Patrick John B. Piamonte, a resident of Brgy. Pangasugan, Baybay City, Leyte and currently working at the Department of Biological Sciences as a Laboratory Technician.

I believe that my experience as I worked in the University for years and my qualifications especially as passer of both VSU Clerical Examination and Civil Service Examination-Professional Level, make me capable for the desired position.

I would be delighted to further discuss my experiences and qualifications. Please feel free to reach me at this number **09261272386** at any time of your convenience. I have also attached my Personal Data Sheet for your perusal.

Hoping for your positive response to this application.

Thank you very much for your time and consideration.

Respectfully yours,


PATRICK JOHN B. PIAMONTE
Applicant