

DR. EDGARDO ESCUADRA TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

Director, ODHRM

Dear Sir:

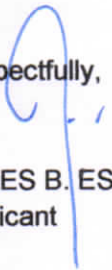
I am writing to express my interest for the position of Administrative Aide III (Clerk I) for VSU main campus. Having recently obtained 73 units from Franciscan College of Immaculate Conception (FCIC) taking Bachelor of Science in Office Administration and is on-going to suffice my 2-year educational background from my previous Bachelor of Science in Agriculture (3 semesters).

As an office clerk of the Department of Tourism and Hospitality Management for 5 consecutive years I ponder that my experience can define the competencies required of the said position.

Attached herewith are my pertaining documents for perusal and is pleased to appear at your most convenient time for an interview and such.

Thank you very much for your vote of confidence. Good day and God bless.

Respectfully,


JAMES B. ESCUADRA
Applicant