

April 8, 2025

DR. PROSE IVY G. YEPES
PRESIDENT
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Thru:

DR. MOISES NEIL V. SERIÑO
NAPB CHAIRMAN
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Dear **Dr. Yepes**,

I am **JERIC N. LUMANTA**, and I'm writing to you to express my interest to apply for the Administrative Aide I at the Department of Pure and Applied Chemistry (DoPAC) in this institution.

I come with a great attitude, and I am a hardworking individual. I have ten (10) years of total work experience in this institution at the Supply and Property Management (SPM). I will ensure that I will live up to your expectations and won't let you down. Let me assure you that you won't regret hiring me.

I am available to start work immediately and would welcome the opportunity to discuss my application further. Please find attached my updated resume for your review. I look forward to hearing from you soon. Thank you for considering my application.

Respectfully,


JERIC N. LUMANTA
Applicant