

MAY 10, 2023

DR. EDGARDO E.TULIN

VSU President

Pangasugan, Baybay City, 6521 Leyte

Dear: Sir/Ma'am,

Peace and all good you, I'm interested in applying the position of administrative aide III (CLERK I). I am Eduardo Jr. R. Bolias a graduate of Business Administration major in financial management from franciscan college of the Immaculate Conception and a fresh graduated confident that my skills and my studies could contribution in your organization. I am also willing to do extra work that you will give to gain more experience.

I would to appreciate the opportunity to discuss my qualifications for any of your vacant position in greater details with you in person at your earliest convenience. My resume is attached for your review or you reach me in my contact number 09759945307 or in my email at boliaseduard@gmail.com.

Thank you for your consideration.

Respectfully yours,

Eduardo R. Bolias Jr.

Applicant

