

March 22, 2023

MARWEN A. CASTAÑEDA

University Registrar
OFFICE OF THE UNIVERSITY REGISTRAR
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am/Sir,

I am writing this letter to your respective office to express my sincere desire to apply for the posted job hiring as clerk. I am Karlo Ray P. Jasme, 30 years old and a graduate of Bachelor of Science in Business Administration major in Financial Management with Career Service Professional Eligibility with a rating of 84.88% taken last August 7, 2022 in Maasin City.

I am truly interested to be part of Visayas State University and I am willing to give my all if I would be given the chance. I am easily trained and can do multi-task work.

I had attached my resume. Hoping for your consideration. Thank you very much.

Yours Sincerely,



Karlo Ray P. Jasme