

July 6, 2025

HR Department

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am/Sir,

I am writing this letter to express my sincere interest to apply as Clerk in Visayas State University. I had passed the clerical exam and had worked as Clerk for 9 months before I decide to pursue my studies.

I had completed my Bachelor's degree in Business Administration. I was recently working as Plant clerk on Pryce Gases Incorporated. Working there has prepared me to meet the challenges to be an employee on the University. I believe that I am equipped with my skills and abilities to work on the role. I am also a Civil Service Eligible since the year 2021.

Hope to be given the chance to become part of Visayas State University again. Thank you for your consideration.

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Karlo Ray Jasme', with a stylized flourish extending upwards and to the right.

Karlo Ray Jasme