

December 06, 2023

**DILBERTO O. FERRAREN**

Vice President for Planning

Office of the Vice President for Planning, Resource Generation & Auxiliary Services

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,


I am **Mylen M. Tripoli**, a resident of Barangay Makinhas, Baybay City, Leyte. I am writing this letter to state my interest in applying for Administrative Aide VI position commensurate with my qualification.

I finished my degree of Bachelor of Secondary Education Major in English at Visayas State University, and I believe this enables me an opportunity, as I am eager to learn and adapt in your workplace. I have a Civil Service Commission (CSC) eligibility certificate for PD 907, also known as Honor Graduate Eligibility, a national certificate in Rice Machinery Operation (RMO-NC2), and other training certificates. I also have a certificate of employment from my prior job as a customer service representative. This exceptional ability enables me to interact and effectively communicate with people with different backgrounds, which helps me excel in auxiliary services and/or public relations.

I am hoping and praying that you will consider my application. Have faith positive that I will do all in my capacity to contribute to your office in providing excellent public service, particularly in the continuing improvement as well as development of the city, and that I will continue to support every initiative and program of the administration that will benefit our citizens and the public.

I'm hopeful to get a response from you soon. Thank you so much for your time.

Very truly yours,

  
**MYLEN M. TRIPOLI**