

01 September, 2021

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JULIUS V. ABELA

Director

Office of the University Disaster & Risk Reduction Management
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Abela:

Greetings!

I have read the job posting at the VSU website that your respective office is looking for a clerk, in connection to this, I am writing this letter signifying my interest in applying for **Administrative Aide III** position.


I am Ana Mae W. Aquino, a graduate of Bachelor of Science in Agricultural Engineering at Visayas State University last 2016 and a licensed agricultural engineer. I previously worked as an Agricultural Technologist at LGU-Silago. Currently, I am finishing my MS Soil Science (for residency status) degree on the same institution.

I wish to render my service to the utmost of my capacity in order to provide valuable and excellent contributions to the institution and to the community as a whole. Moreover, I am certain that I could learn and experience new things from your good office that would help me in my career and professional development.

I would be glad if you could contact me on any updates regarding my application or reserve my papers for future openings of job/positions in your respective department.

I do hope we could work together in the future.

Sincerely,


ANA MAE W. AQUINO
Applicant