

January 15, 2021

DR. LOURDES B. CANO

Director for Administration & Human Resource Development Office
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Cano:

Good day!

I am taking this opportunity to apply for the Administrative Aide VI (Clerk III) position at the Visayas State University-Main Campus.

I graduated from this University with the degree of Bachelor of Science in Agribusiness and currently pursuing my Master's Degree in Management major in Agribusiness Management. Right after graduation I took and passed the VSU clerical exam and was assigned at the Department of Teacher Education. Last August 2019, I passed the Civil Service Exam (Professional). I am designated as the Deputy Document and Records Controller (dDRC) of the Department of Teacher Education from year 2019 until present. Moreover, I have developed a good communication skill towards other people especially to my colleagues, and superiors.

The combination of my strong background, education, skills and relevant experience uniquely qualifies me for this position for which you are hiring. I am very willing to learn new skills in order to fulfill the duties required to perform the task at hand.

Please see my PDS for additional information and I also included my three references. I can be reached anytime via my cell phone number, 0920-731-3902 /0926-180-3880 or via email, julieann.orias@vsu.edu.ph. Hoping for your positive response.

Thank you for your time and consideration.

Sincerely yours,


JULIE ANN ORIAS