

May 18, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University

**Dear Sir:**

Good day!

I firmly believed that VSU cultivates a firm and sound working environment. Hence, it is with earnest desire to apply in any position that my service and qualification are needed and become a permanent part of your good institution.

I am Ma. Threcia Mae P. Avila, a graduate of this University with a Bachelor's Degree in Secondary Education major in Filipino. I am currently working in VSU as the receiving/releasing clerk of the Office of the President for two years now. Prior to my designation here at the Office of the President, I was assigned as a clerk at the Department of Statistics for almost 2 months. Consequently, I have served as Office Staff for 5 months at the Tiu Latonio & Associates Law Office in Cebu City. My stay at VSU, especially at the Office of the President, provides me with the knowledge, skills, and training on VSU's organizational processes.

With this, I wish to fully maximize my knowledge, skills, commitment, and experiences to your organization's innovative environment. I can assure you that I will do my best to render my sincerest service if given a chance to be hired. I can also assure you that I can handle any task and responsibilities as I have the willingness, capability to learn and adapt to the people around me.

If my application merits an interview, you can reach me at 09109135247 or mae.avila@vsu.edu.ph. Please refer to the attached PDS for your perusal. I am very much willing to submit my pertinent papers upon interview.

I am looking forward with optimism that my humble application will deserve your consideration. Thank you very much and more power.

Respectfully yours,

**MA.THRECIA MAE P. AVILA**  
Applicant