

Zone 5, Brgy. Guadalupe  
Baybay City, Leyte  
July 23, 2023

DR. EDGARDO E. TULIN  
University President  
Visayas State University  
Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Dr. Tulin:

I would like to apply for the vacant Administrative Aide III position (Clerk I) in the Visayas State University Main Campus. I have earned my master's degree in Agribusiness Management and Bachelor of Science in Agribusiness from VSU Main Campus last June 2019 and April 2015, respectively.

I am currently employed at Landbank of the Philippines Baybay Branch as a Customer Associate. As a customer associate, I have acquired skills such as: handling of cash, working with customers and maintaining an organized work area. It also includes assisting customers with client transactions, depositing and withdrawing funds from an account and processing other financial transactions and reports.

I possess good communication and interpersonal skills which are necessary for this position and am able to work under pressure.

I will be highly thankful to you if you grant me with an opportunity to appear in an interview to discuss how my education and work experiences are consistent with your needs in your most convenient time. Please let me know if there are other information/documents needed from my side. You can contact me through my mobile number, 09286854901 or my email: [kerryuy@gmail.com](mailto:kerryuy@gmail.com).

Thank you very much.

Respectfully yours,

KERRY U. SUDARIA