

August 10, 2023

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Thru: Honey Sofia V. Colis

Director, Human Resource Management Office

Visayas State university

Visca, Baybay City, Leyte

Dear Sir:

I am interested in applying for the position of Administrative Aide III (Clerk 1) as posted on <https://jobs.vsu.edu.ph/>. Enclosed is my resume for your reference.

Over the course of my working experience, I have been employed in three different office settings. All of them were slightly different in what they dealt with, but my adaptability allowed me to get into the swing of new routines and learn new office procedures quickly.

I strongly believe I am a qualified candidate for this position.

Thank you for taking the time to review my resume. I look forward to hearing from you to set up an interview. You can contact me at 09752340734 or via email at marife.gucela@vsu.edu.ph.

Yours sincerely,



MARIFE C. GUCELA