

February 6, 2025

Dr. PROSE IVY G. YEPES
President
Visayas State University

Dear Mam/Sir

I am interested in applying for the position of Administrative Aide III which you posted in the VSU Portal.

I am writing to express my interest in this position. I am a graduate of Bachelor of Science in Criminology and a Registered Criminologist as of February 1, 2018. I am also attending the Criminal Investigation and Detection Training Course in November 2020. I've also been a Sangguniang Kabataan Chairperson for 5 years and 5 months.

I have worked at Port Ormoc as a Baggage Security Screening Machine Operator and found these Administrative Aide III position to be exceptionally challenging, which is something I thrive on.

I am a hard worker who keeps very calm under pressure. I feel that I am able to provide the support that people need and guide them to turning their lives around. I am very confident and enthusiastic about my work.

I am happy to answer any questions that you may have and can attend the interview on short notice.

Thank you and God Bless!

Sincerely,


SHEILA MARIE GONZAGA
Applicant