

July 17, 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 Administrative Aide III (Clerk 1) position as posted at <https://jobs.vsu.edu.ph>. I have worked as an office clerk in the Dept. of Biological Sciences (DBS) for 5 years, as a course in-charge or school evaluator in the Registrar's Office for 2 years, and presently as a clerk at the Supply and Property Office since 2021. 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.

Your job posting said that you preferred someone with clerical work experience in HR services. I believe my experiences make me the perfect 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.

Sincerely,



MARIFE C. GUCELA