

May 3, 2024

ENGR. NILO L. LEORNA  
Head, TECHNICAL-VOCATIONAL  
EDUCATION AND TRAINING  
Visayas State University  
Visca, Baybay City, Leyte

Dear Engr. Leorna,

THRU: HONEY SOFIA V. COLIS  
Director, HRMO  
Visayas State University

I am writing you this letter to express my willingness to apply for the Administrative Aide III position that the office is looking to fill. I am a graduate of Bachelor of Science in Agribusiness in the Visayas State University and I just recently passed the Civil Service Examination (CSE- Professional).

As an Agribusiness graduate, I was able to work in my best interest in the Accounting Office. The experiences I have acquired, the skills and potential I have developed, and the knowledge I gained for the past 2 years in the Accounting Office have helped me a lot to continue my service and to work effectively and efficiently.

If given the opportunity in the pursuit of this new endeavor, this would be of great help to achieve my goals and aspirations, as well as a good platform to still showcase the quality work I could offer for the continual improvement and development not just in the Accounting Office but also for the institution as a whole.

Please consider my attached resume and PDS for additional details regarding my qualifications.

Sincerely,

Ian F.  Godoy