

LOURDES B. CANO
Director, ODAHRD
Visayas State University
ViSCA, Baybay City, Leyte

Dear Dr. Lourdes B. Cano,

I wish to submit my application for the Administrative Aide III (Clerk I) opening which I understand is vacant from the official list of vacant positions from the official website of Visayas State University. The job posting caught my interest as the skills and abilities that you put as qualifications comprehend with my own competencies. I finished college on June 2018 in Visayas State University and passed the Licensure Examination in Agriculture on November 2019.

I am self-motivated and a quick learner which will help me in becoming skilled at what I have yet to have exposure to in a short time. I am also a flexible team player and can adapt to various situations that may occur and handle any additional assigned duties. I believe that this clerical position will utilize my organizational and communication skills in an effective way.

Thank you for your time and consideration.

Sincerely,

Joan R. Patonona