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Visayas State University
Eastern Visayas

Greetings!

I am currently looking for a job, when I was informed that your good office has vacancies and I'm interested in applying for ADMINISTRATIVE AIDE IV (CLERK II). I am confident that my skills and experience could make more contribution in your office. I am willing to work dedicatedly for the responsibilities and duties that the position handles.

I would appreciate the opportunity to discuss my qualifications for any of your vacant position in greater details with you in person at your earlier convenience. My personal data is attached for your review.

Thank you for your consideration.

Sincerely yours,


RITCHIE COLEEN C. BOHOL