

July 20, 2020

To: LOURDES B. CANO  
Director  
Director for Admin. & Human Resource Devt. Office  
Visayas State University  
ViSCA, Baybay City, Leyte

I would like to apply as Administrative Aide IV or any job opportunity in your good office that will suit my skills and abilities.

I am Jozel Cisneros Romen, 30 years old, graduated last March 2011 at Franciscan College of the Immaculate Conception, Baybay City, Leyte with the degree of Bachelor of Science in Information Technology.

I trust you will consider my application favorably. Thank you and God bless.

Note: I was not yet able to claim my Certificate of Eligibility (CoE) due to COVID-19. But I scanned a copy of proof that I passed the Career Service Examination – PPT (Professional Level).

Very truly yours,

Jozel C. Romen

