

April 17, 2023

**EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City Leyte

I am writing in your good office to express to you my sincere desire to apply for Administrative Aide III/Casual Position in **Accounting Office** in this institution. I am Ryan T. Fernandez, 31 years old of age. A graduate of Bachelor of Science in Agribusiness here in Visayas State University earned supplementary 18 education units at FCIC and passed my license for License Professional Teacher last September, 2021. I was hired as system application program encoder in DBSN Farm Agriventure Corp. on June 06, 2016 until June 23, 2017, I was hired as election assistant in Office of City Election Officer of Baybay City on April 11, 2018 until October 10, 2018, I was also hired as Administrative Aide III in Visayas State University and was assigned in Accounting Office since July 09, 2020 until present as Job Order worker.

The knowledge which I have gained through education and the leanings and skill I have acquired from my work experiences from my previous jobs and also at VSU accounting office and with strong determination to find a stable job which help me able to support my Family's needs are my assets and motivation which I believe would make me have an effective and efficient work performance.

I believe that when given a chance, I can be of great help in delivering excellent and adequate services offered by this institution. I am looking forward this kind of positions will help me realize my goals in life with assurance that I will be highly productive employee of this institution.

Thank you in advance for your time and consideration.

As a requirement, I enclosed a copy of my Personal Data Sheet and Resume for your reference.

Respectfully,

**RYAN TAN FERNANDEZ**

Applicant

09073107991

Ryan.fernande@vsu.edu.ph