

ARVIC B. ARTIGAS



arvicartigas@yahoo.com



0916-945-8198 / 0970-997-1719



Brgy. Cantuhaon,
Palompon, Leyte 6538

July 12, 2022

ALICIA M. FLORES

Head

Budget Office

Visayas State University

VISCA, Baybay City, Leyte

MA'AM:

Good day!

This letter is in response to your **Administrative Aide IV (Clerk II)** job vacancy publication.

I am a degree holder of Bachelor of Science in Agribusiness. I'm computer literate. I have a good communication and interpersonal skills. I am a goal-oriented person. I have also a **Civil Service SubProfessional eligibility** that makes me an ideal employee in your institution.

I would feel privileged to be a part of your organization and would welcome the opportunity to discuss how my knowledge and skills would best suit the needs of your organization. Please feel free to contact me in these mobile numbers **0916-945-8198 / 0970-997-1719** or in this email arvicartigas@yahoo.com. I'll look forward to hear from you at the earliest convenience.

Thank you and God bless.

Sincerely,



ARVIC B. ARTIGAS

Applicant