

May 18, 2022

Dr. Edgardo E. Tulin
President
Visayas State University

Thru: Honey Sofia V. Colis
Director, Office of the Director for Human Resource Management

Dear Dr. Tulin.:

I am writing to express my interest in applying as Administrative Aide III.

I believe that my experience and acquired knowledge in the field would fit the qualifications you need. My 11 year of experience working as clerk at College of Nursing. So, if given a chance to be a part of your team, it would be a pleasure to work with you and be an asset.

Attached is my resume for you perusal. Should you need more firsthand information you can contact me through my mobile phone no. 0930-079-3064.

Thank you very much for considering my application. I look forward to hearing from you.

Very truly yours,

Jannet Leslie Evelyn S. Codog