

August 4, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Good day!

This is to express my great interest in applying to the Administrative Aide IV position available at the Visayas State University. I am Raizel M. Piamonte, a resident of Brgy. Pangasugan, Baybay City, Leyte and currently working at the Supply Property Office as a job order office clerk.

I believe that my experience working in the University for years and my qualifications especially as passer of both VSU Clerical Examination and Civil Service Examination Sub-Professional Level, make me capable for the desired position.

It is my main goal to obtain a regular position in this prestigious institution where I can utilize my knowledge and skills, and thus hoping for your positive response to this application.

I would be delighted to further discuss my experiences and qualifications. Please feel free to reach me at this number +63 977 244 9986 at any time of your convenience. I have also attached my Personal Data Sheet for your perusal.

Thank you very much for your time and consideration.

Respectfully yours,


RAIZEL M. PIAMONTE
Applicant

cc: Dr. Daniel Leslie S. Tan, VP for Administration and Finance

Rysan C. Guinocor- Director, ODAS