

Purok 3

Tahud, Inopacan, Leyte

19 March 2023

HR Manager

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am/ sir,

LETTER OF APPLICATION

I write to apply for the position (administrative officer III (Records officer II) at the Office of the Head of Records and Archives as posted in the VSU Jobs of VSU portal.

I am a graduate of Bachelor of Science in Agribusiness from Visayas State University main campus.

I am a fresh graduate and confident that my skills and experience to my studies can make a great contribution.

I look forward to have an interview to discuss other matters as stated on my attached documents.

Yours faithfully,



Cagoyong Lorymie I.