

February 12, 2021

LOURDES B. CANO

HRMO, Director, ODAS/HRM

VSU, Baybay City, Leyte

Madame:

I have learned that Visayas State University is in need of an Administrative Aide III from which I enthusiastically write this letter to inform you of my interest to apply for the said position.

In my recent employment at Eastern Visayas Regional Medical Center for the Medical Records, I have been employed as a receiving clerk at the said department. By which I have engaged in diverse paper works and processes on how to strictly impose privacy and security. Furthermore, I am a graduate of Bachelor of Science in Information Technology at Leyte Normal University, with that I have a broad understanding on computers especially on MS applications.

I fervently request you to consider me for the position. Enclosed is a copy of my personal data sheet for your perusal. Thank you very much!

Respectfully yours,

ANDRE LORENZO T. BITANGJOL

Applicant