

**AIRA V. BOHOLST**

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**DANIEL LESLIE S. TAN**

OIC-University President

Visayas State University - Main

Visca, Baybay City, Leyte, Philippines 6521

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Sir,

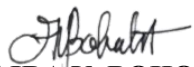
I am writing to express my interest in the Planning Officer I position at Visayas State University – Main, as posted on [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph).

I graduated with a Bachelor of Secondary Education major in Social Studies from Visayas State University-Main Campus. While my academic journey culminated with the honor of Cum Laude, I believe it's essential to highlight my eagerness to contribute rather than any personal achievements.

My internship at Albueria Municipal Hall provided me with valuable experience in tasks such as fact-checking, data entry, and records management, essential skills for effective planning and execution. Furthermore, my involvement in public service for medical assistance and budget monitoring at the Office of the Vice President of the Philippines Tacloban Satellite has honed my abilities in strategic planning and execution.

Thank you for taking the time to consider my application. I look forward to the possibility of contributing to the growth and success of your esteemed institution.

Sincerely yours,



**AIRA V. BOHOLST**

Applicant