

J. A. Santos St.  
Zone 8  
Baybay City, Leyte  
March 12, 2021

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Baybay City, Leyte

**Through: Dr. Remberto V. Patindol**  
Chairman, Non-Academic Personnel Board  
VSU, Baybay City, Leyte

**Dear Sir:**

I've heard from reliable source that there is a vacant position of Administrative Aide I in your office.

I am **Peter Ben Laurice H. Urdaneta** currently working as Admin. Aide I (JO Clerk) of the Cash Division since May 11, 2009. My familiarity with clerical works and serving for twelve years makes me equipped and have the courage to apply for the said position.. Further, I can fulfill my responsibilities with little supervision and can work independently and able to follow through to ensure that the job gets done. I can handle pressures at work very well and willing to work overtime to meet deadlines. I am always willing to offer my assistance to my supervisor, co-employees, many constituents served by our office including clients, other offices and visitors.

Enclosed in this application letter is a copy of my resume. I am very much willing to submit myself for an interview in your most convenient date and time to discuss how and what can I do for the benefits of this institution.

Thank you for taking time to review my application and God Bless.

Very truly yours,

**PETER BEN LAURICE H. URDANETA**  
Applicant

