

July 14, 2024

DR PROSE IVY G. YEPES

President Visayas State University

ViSCA, Baybay City, Leyte

Thru: **DR. ELWIN JAY YU**

Vice President for Administration and Finance

Dear Sir:

I wish to submit my application for Administrative Assistant I (Bookbinder III). I believed that my experience, education, and expertise position me as perfect candidate for this role.

My career started last Feb 2004 as assistant canvasser in JO status and promoted as driver/canvasser from Nov 2007 up to present at VSU Cebu office. Working in this prestigious university helps me a lot, gain knowledge and professional growth. I welcome this opportunity to work in the University with the position offered. Attached is my personal data sheet for your perusal. Thank you for your time and consideration.

Respectfully yours,

Mike B. Pausanos

Applicant