

January 10, 2023

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

Good day!

This is to express my great interest in applying for the Administrative Aide position available at Visayas State University. I am Raizel M. Piamonte, a resident of Brgy. Pangasugan Baybay City, Leyte and currently working at the VSU, Supply and Property Management Office as a job order office clerk.

I believe that my experience working in the University for years and my qualifications especially as passer of both VSU Clerical Examination and Civil Service Examination Sub-Professional Level, makes me capable for the desired position.

It is my main goal to obtain a regular position in this prestigious institution where I can utilize my knowledge and skills. Thus, I hoping for your positive response to this application.

I would be delighted to further discuss my experiences and qualifications. Please feel free to reach me at this number +63 977 244 9986 at any time of your convenience. I have attached my personal data sheet for your perusal.

Thank you very much for your time and consideration.

Respectfully yours,


RAIZEL M. PIAMONTE

Applicant

cc: Dr. Daniel Leslie S. Tan – VP for Administration and Finance
Rysan C. Guinocor – Director, ODAS