

April 14, 2021

**OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT**

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**ERLINDA S. ESGUERRA**

Head  
Accounting Office  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Ma'am,

This Letter is to express my interest to apply for the position of Administrative Aide III with an item code QJKAFL posted in the VSU job site main office. The opportunity presented in this listing is very appealing, since I am very much acquainted with administrative clerical works, a computer literate and at the same time a technician and has experience in documentation and filing. I decided for the position posted since I really need a source of income to continue my studies in the Visayas State University main campus and also for my daily expenses. Also, I am very much interested to join and work in the government and engage public service. The key strength that I possess for the success in this position include, but are not limited to, the following:

- Experienced in Administrative Clerical Task
- Computer Literate
- Computer Technician
- Strong Communication and writing skills and as well acquainted with Business Correspondence.
- I am a sales starter.
- Documentation and filing skills.
- Also familiarize with legal terminologies, Legal Correspondence and Basic legal Subjects like Obligations and Contracts.

You will find me to be well spoken, responsible, confident, and personable, the type of person on whom the people that your office will serve can will rely. If accepted I am willing to be trained to further improve and acquire develop new skills and also the work schedule would not be a problem since face-to-face class still not available because of the pandemic. Otherwise, I will request for an adjustment of my schedule in school so that it would not be a problem with my work. Please see my resume for additional information on my experience. I am confident that I could do very well in your department as I usually did in my former employer.

Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

  
Glody D. Cayunda