

April 19, 2023

MANOLO B. LORETO JR.

Dean

Office of the Dean of Students

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

Herewith I send an application letter and CSC – PDS form in response to your job hiring vacancy. I am applying for Administrative Officer I position or any staff position related to my work experiences.

I am currently unemployed. My past work experiences includes teaching computer subjects; an accounting assistant handling accounting related transactions and accounting related documentations; I was tasked also as an internal auditor for major material transactions of the construction company and handled in payroll auditing.

I realize that my CSC – PDS form cannot explain my qualifications in depth. Therefore, I hope there will be a chance interview which I can explain how the potential in me and my determination will help in the success of the company. Thank you for your kind consideration.

Sincerely,



Nadine Joy G. Manog

Applicant