

May 23, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University

**Dear Sir:**

Good day!

I firmly believed that VSU cultivates a firm and sound working environment. Hence, it is with earnest desire to apply in any position that my service and qualification are needed and become a permanent part of your good institution.

I am Ma. Threcia Mae P. Avila, a graduate of this University with a Bachelor's Degree in Secondary Education major in Filipino. I am currently working in VSU as the receiving/releasing clerk of the Office of the President for two years & 4 months now. Prior to my designation here at the Office of the President, I was assigned as a clerk at the Department of Statistics for almost 2 months. Consequently, I have served as Office Staff for 5 months at the Latonio Sanchez & Company in Cebu City. My stay at VSU, especially at the Office of the President, provides me with the knowledge, skills, and training on VSU's organizational processes.

With this, I wish to fully maximize my knowledge, skills, commitment, and experiences to your organization's innovative environment. I can assure you that I will do my best to render my sincerest service if given a chance to be hired. I can also assure you that I can handle any task and responsibilities as I have the willingness, capability to learn and adapt to the people around me.

If my application merits an interview, you can reach me at 09109135247 or mae.avila@vsu.edu.ph. Please refer to the attached PDS for your perusal. I am very much willing to submit my pertinent papers upon interview.

I am looking forward with optimism that my humble application will deserve your consideration. Thank you very much and more power.

Respectfully yours,

**MA.THRECIA MAE P. AVILA**  
Applicant