

Jacel P. Merino

Maybog, Baybay City, Leyte • 09758826320 • merinojacel22@gmail.com

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Lourdes B. Cano
Director, ODAHRD
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Lourdes,

I've read about your job postings on VSU Jobs website, I am interested to apply in an administrative position. Currently, I hold a Bachelor of Science in Business Administration major in Financial Management, I am willing to contribute my knowledge and experience to complete the task that will be assigned to me.

My previous work experience was an intern at Department of Public Works and Highways (DPWH), the tasks assigned to me was to assist in administrative work assigned to me by my supervisor. Also, during my college years I was nominated as a college club secretary for one academic year. I oversee the club's activities on a regular basis, and was able to submit our yearly accomplishment and financial report.

Attached is a copy of my resume for your review. I look forward to hearing from you soon.

Sincerely,



Jacel P. Merino