

February 18, 2023

HUMAN RESOURCES DEPARTMENT

Visayas State University
Visca Baybay City, Leyte

Dear Maam/Sir;

Good day!

The undersigned intends to apply for a position of Administrative Aide IV(Clerk) in Office of the Director for Human Resource Management. I am a Bachelor of Animal Science graduate from Visayas State University last April 2019. I passed the Career Service Professional Examination last August 2019.

I wish to be a part of your established school with a vision to provide an interesting learning environment that encourages people to be the best while honing further my skills as an individual.

For me, working in a group has always been an exciting thing since I believe that strong collaboration can bring out the best in the people within a society. I fervently hope that you will consider this application. Thank you and God bless.

Sincerely,

DANILO A. BASALO JR.

Applicant