

May 31, 2022

DR. EDGARDO ESCUADRA TULIN

President

Visayas State University

ViSCA, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

Director, ODHRM

Sir:

I promptly chose to submit my resume for your consideration when I saw your job posting for an Office Clerk. As a dedicated and self-motivated individual hoping to earn enough money to support myself and help out my family, I am eager to contribute significantly to our university's goals.

I am exposed to clerical work as a current Utility Worker at the Department of Tourism and Hospitality Management. I believe I am capable of handling the above-mentioned position's tasks and responsibilities, which involve operating office devices such as copiers, scanners, PCs, and other standard office equipment. Answers the phone, relays messages to the relevant individuals, and composes messages.

Please take a few moments to look over my attached resume. I would appreciate the opportunity to speak with you about my application. Should an interview be granted, please reach me at +63 09702926298 on my cellphone.

Sincerely,

KIEV V. NAVARRO