

Zone 1, Brgy. Cogon
Baybay City, Leyte
November 22, 2020

Mrs. Lourdes B. Cano
Director, ODAS/HRM
VSU, Baybay City, Leyte

Dear Mrs. Cano,

Greetings! The VSU Jobs website or VSU HRIS has informed me about the lists of available jobs in the university. The said availability of the job motivates me to apply for that respective position.

I am a graduate student of Visayas State University taking up a degree of Bachelor of Science in Agribusiness. The course that I'm taking up has an agriculture related and management subjects which are relevant to the particular field of work that I'm applying for. As a VSU graduate, I can withstand & I'll do my very best in any given position which the university could offer to me and perhaps will nurture me as an individual to gain expertise and knowledge to the particular given job.

I had an experiences in working environment particularly when I was a crew at Jollibee & Mang Inasal and working for a total of 6 months on this field of work. I was also worked in Commision on Audit – VSU as a clerk/utility for almost a year and quitted the job afterwards to purse and finished my college degree in VSU. I was also working at Registrar's Office as an encoder for enrolment of students in the university when I was a former computer science student. I'm also a working student and engaged in Student Assistance from USSO in the university and worked at NARC-VSU and COA-VSU.

I certainly appropriate for any position that the university would give to me with the working experiences that I've gained through the years and I will do my very best to become an effective employee in the university.

Very truly yours,



KIM FRANZ B. CABUGWASON