

July 2, 2024

JERRY B. SANGUILLOSA

Head, DPBG
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Sanguillosa,

My name is Noreen Kaye N. Aure, and I earned my Bachelor of Science in Information Technology from System and Technology Institute. I'm writing in response to the available post of Admin Aide III. I am currently employed as the Department of Plant Breeding Genetics' document record controller/clerk. I am interested in this employment because I have previous experience with clerical responsibilities. I believe that my diverse experiences and education have given me the skills required to be a successful candidate for this position.

My experience with the Department of Plant Breeding and Genetics allowed me to refine my written communication abilities because I was in charge of them, as well as build outstanding time management and prioritizing skills to complete tasks on time.

Greater details of my qualifications can be found in my attached resume. I very much hope that you will look favorably upon my application.

Sincerely,



NOREEN KAYE N. AURE
Applicant