

May 25, 2022

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Honey Sofia V. Colis**

OIC Director

Office of the Director for Human

Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

I have heard that your office recently needs an Administrative Aide III/CLERK. Please consider me an applicant.

I am a Bachelor of Science in Hotel, Restaurant and Tourism Management degree holder and experienced in customer relations, and clerical skill that can be gleaned from my employment history and other professional experiences. I have passed the VSU Clerical Exam and recently I also passed the Career Service Subprofessional examination held on March 13, 2022.

I am a product of the Visayas State University. Fortunately, I have enjoyed the opportunity for a short-term employment in various institutions since my completion of a college degree. I have experienced dealing with various clients/people from all level or positions.

I am presently connected with the Visayas State University (VSU) Supply and Property Management Office (SPMO) and prior to that, I am previously working at the VSU Apartelle, both handling a multi-tasks under a Job Order contract while my other employment was with Cebu Parklane International Hotel.

My academic training and employment experiences make me very confident to fit the kind of worker your office is looking for.

Please find enclosed is my resume and other pertinent papers for your perusal. Thank you very much for giving me your most favorable consideration.

Very truly yours,



LINDON M. FERNANDEZ