

Brgy. Kilim

Baybay City, Leyte – 6521

7th February, 2024

To,

ALELIA A. VILLOCINO

Vice President for the Student Affairs and Services

Office of the Vice President for the Student Affairs and Services

Visayas State University

Visca, Baybay City, Leyte

Subject: Job application letter for the position of Administrative Assistant III

Respected Ma'am,

I am Mark Louis L. Garces and I would like to apply for the role of Administrative Assistant III at your department.

I have 5 months of experience and ongoing as a clerk at Supply and Property Office here at VSU. I also have 4 months of experience as a clerk at the Municipal Hall of Hilongos in the Department of Local Civil Registrar and I also experienced working as an encoder at the VSU – Main Campus for about three semesters in the Admin Building. I have an in-depth knowledge of the duties that I will have to perform and expertise in the particular field of work that would help me accomplish all the assigned tasks if I were placed in your department.

I have enclosed my resume and personal data sheet for your reference and review. I have also provided my contact information. Please feel free to contact me in case of any questions. I am looking forward to meeting with you in person for an interview.

Thank you for your time and consideration.

Sincerely yours,



Mark Louis L. Garces

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