

16 May 2023

Dr. Edgardo E. Tulin
President
VSU, Visca, Baybay City, Leyte

Honey Sofia V. Colis
Director, ODHRM
VSU, Visca, Baybay City, Leyte

Dear Sir/Ma'am:

Good day!

I am writing this to express my interest for the position as Clerk (Casual). As I am confident that I can do the job well. I finished Associate in Office Administration in the Franciscan College of the Immaculate Conception, Baybay City, Leyte.

With my 11 years working experience as a job order/clerk and full-time project staff at the Visayas State University. I believe I am capable to accomplish the duties required as a Clerk.

Please refer to the attached resume. Thank you.

Respectfully yours,


CAREN G. ALIANZA
Applicant