

# ARVIC B. ARTIGAS



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Brgy. Cantuhaon,  
Palompon, Leyte 6538

July 8, 2024

## JEROME O. ARRIBADO

Director  
Eco-Farm & Resource Management Institute  
Visayas State University  
Baybay City, Leyte

SIR:

Good day!

This letter is in response to your **Administrative Aide IV (Clerk II)** to be assigned at **Eco-Farm & Resource Management Institute** job vacancy publication.

I am a degree holder of Bachelor of Science in Agribusiness. I'm computer literate. I have a good communication and interpersonal skills. I am a goal-oriented person. I have **Career Service Eligibility SubProfessional Level** that makes me an ideal employee in your institution.

I would feel privileged to be a part of your organization and would welcome the opportunity to discuss how my knowledge and skills would best suit the needs of your organization. Please feel free to contact me in these mobile numbers **0916-945-8198 / 0920-485-3956** or in this email [arvicartigas@yahoo.com](mailto:arvicartigas@yahoo.com). I'll look forward to hear from you at the earliest convenience.

Thank you and God bless.

Sincerely,



**ARVIC B. ARTIGAS**  
Applicant