

May 18, 2022

Dr. Edgardo E. Tulin
President
Visayas State University

Thru: Marwen A. Castañeda
Head, Office of the University Registrar

Dear Dr. Tulin.:

I am writing to express my interest to apply for the position of Administrative Aide III.

I believe that my experiences and acquired knowledge in the field would fit the qualifications needed for the said position. I worked for 11 years as Clerk at College of Nursing until present. So, if given a chance to be a part of your team, it would be a pleasure to work with you and be an asset.

Attached is my resume for your perusal. Should you need more firsthand information you can contact me through my mobile phone no. 0930-079-3064.

Thank you very much for considering my application. I look forward to hearing from you.

Very truly yours,

Jannet Leslie Evelyn S. Codog