

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Baybay City, Leyte

April 14, 2021

**ERLIE JEAN P. MAZO**

Brgy. Gacat

Baybay City, Leyte

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09425021987

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM

VSU, Baybay City, Leyte

Dear Ma'am:

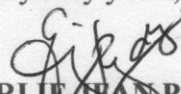
I am writing this letter to express my interest in applying for Administrative Aide IV (Clerk II) as posted in your respective website: *jobs.vsu.edu.ph*.

I am Erлие Jean P. Mazo, a graduate of Saint Paul School of Professional Studies or was also known as Saint Paul School of Business and Law with a bachelor's degree of Commerce Majors in Banking and Finance and Management Accounting. I am a Civil Service (Professional Level) passer which was held in Leyte Normal University last October 23, 2016. I have been working in a lending institution namely MCD Credit Corporation in Cebu for 4 years, where I was hired as Accounting Clerk for 1 year and was promoted as Branch Cashier for 3 years. I resigned last year September 18, 2020 due to the implementation of skeletal workforce system in our company, but with the desire also of applying for new opportunities here in Baybay City, Leyte particularly in government offices.

I don't have the required ISO 9001:2015 awareness seminar and trainings for the vacant job position, but my previous endeavor gave me the experience of record keeping and safekeeping of funds and documents with carefulness and accuracy.

I truly appreciate the time and effort you gave in reading this letter and the attached required documents. Thank you so much and God bless!

Very truly yours,

  
**ERLIE JEAN P. MAZO**  
Job Applicant