

DEBRA JEAN M. DALIN-AS

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Dear Pres. Yepes,

Good day Ma'am! My name is Debra Jean M. Dalin-as. I am writing this application to express my interest in the Office Clerk III/Administrative Aide VI in your humble office, the Office of the President, Visayas State University. As an Agribusiness graduate, I believed that the skills in customer service, time management and my passion for helping others and experiences that I have gained makes me a valuable candidate as Clerk III. I have worked and served as a JO clerk in the Office of the Graduate School for the past 3 years and 7 months. I have become confident in my ways of dealing with diverse personalities that enabled me to work effectively individually or in groups. I am looking for a permanent job where I can provide for my family, use my skills and hopefully learn new ones. I am with great excitement to work with your staff to help your office grow and flourish in the next years.

Hoping that this letter of application brings your attention for considering me as one of your employees.

Thank you, and more power.

Very truly yours,



DEBRA JEAN M. DALIN-AS

Applicant