

Visayas State University
Visca, Baybay City, Leyte
Eastern Visayas (Region 8), Philippines

To:

MS. HONEY SOFIA V. COLIS

Supervising Administrative Officer
Director, Human Resource Management and Development
jobs.vsu.edu.ph

APPLICATION LETTER

Good day, ma'am,

This is Alean Shann G. Ripalda, a fresh graduate from Visayas State University of Baybay City, Leyte, who finished with a degree in **Bachelor of Science in Biology – Major in Zoology**. I am writing to express my interest in applying for the position of **Administrative Aide VI (Clerk III)**, with Plantilla Item No. ADA6-97-2004. I have prior experience and knowledge in using basic MS Office tools.

Attached herewith is my personal data sheet (PDS), along with a copy of my Transcript of Records for your reference. For contact details, you can message me via text from this number (**0962-243-1006** SMART or **0945-498-3115** GLOBE) or through my Facebook messenger account (**Lian Ripalda**)

Hoping for your kind consideration. Thank you, and God bless.

Yours truly,

ALEAN SHANN G. RIPALDA

Applicant