

February 6, 2023

**EDGARDO E. TULIN**

President  
Visayas State University  
VSU, Baybay City, Leyte

Dear Sir Tulin,

Good Day!

As a loyal employee of Visayas State University (VSU), I am formally excited to apply for any vacant positions that commensurate with my qualifications. As you are aware, since starting as an office clerk in this institution nearly 10 years ago, I've quickly mastered the requisite skills for the role and helped our office meet our goals.

Since starting my career in this institution as an office clerk, I have demonstrated my ability to learn quickly and exceed expectations. During my tenure, I have developed excellent clerical skills and honed my communication skills while working closely with a diverse range of customers.

Additionally, I am assigned as a Deputy Document and Records Controller (dDRC) in my department. I am aware of my roles and responsibilities as a document controller, which gives me relevant hands-on experience with day-to-day ISO operations.

I've read about several vacant positions on the [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) website. Although I may have less experience than other candidates, I'm confident that the skills I've developed during my time in this institution, as well as my passion for the work being done here, make me an ideal fit for the possible role.

I appreciate your time and consideration and look forward to discussing this wonderful opportunity with you at your convenience. Please let me know if there is any other information I can provide, and I'd be happy to send it your way.

Thank you and God Bless.

Sincerely,

  
**DOREEN BARTOLINI ALBA**  
Applicant