

May 3, 2021

**Dr. Edgardo E. Tulin**

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

Good day!

This is to express my great interest in applying to the Administrative Aide III position available at VSU. I am Raizel M. Piamonte, a resident of Brgy. Pangasugan, Baybay City, Leyte and currently working at the VSU Hostel as a job order front Office clerk.

I believe that my experience working in the University for years and my qualifications especially as passer of both VSU Clerical Examination and Civil Service Examination Sub-Professional Level, make me capable for the desired position.

It is my main goal to obtain a regular position in this prestigious institution where I can utilize my knowledge and skills, and thus hoping for your positive response to this application.

I would be delighted to further discuss my experiences and qualifications. Please feel free to reach me at this number +63 977 244 9986 at any time of your convenience. I have also attached my Personal Data Sheet for your perusal.

Thank you very much for your time and consideration.

Respectfully yours,

  
**RAIZEL M. PIAMONTE**

Applicant