

April 21, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
ViSCA, Baybay City, Leyte

Thru: Dr. Remberto A. Patindol
Vice President for Administration and Finance

Dear Sir:

Greetings!

I wish to submit my application for the position of Administrative Aide III (Clerk I) as was recently made available in the Office of the Director for Human Resource Management.

Having recently obtained my Bachelor's Degree in Business Administration Major in Management (BBA-Management) in the Silliman University, Dumaguete City, I wish to bring my knowledge, skills and commitment to excellence to your office.

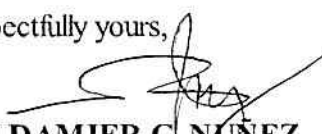
As a Business Administration student, majoring in Management, I've become equipped with the necessary knowledge that comes with the position including, Business Analytics, Digital Marketing as well as legal provisions and other labor concerns.

My internship at LandBank; Lending Department also afforded me with the crucial skills to work with some of the best professionals.

For additional details regarding my qualification and expertise, please review my attached resume. You can contact me through these contact details 0928-349-6670 or nunczgolda@gmail.com, at any time you find most convenient.

Thank you for your time and consideration that you may give to this letter of application. I look forward to speaking with you about the employment opportunity.

Respectfully yours,


GOLDAMIER C. NUNEZ
Applicant