

December 3, 2020

EDGARDO E. TULIN  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tulin,

I am writing to apply for a vacant position of Administrative IV as posted in HRIS and VSU Bulletin. I am currently working in the Department of Tourism and Hospitality Management Office as an Administrative Aide I. I already passed the VSU Clerical Examination, I also have my Civil Service Eligibility Professional Level. I also became a DDRC Deputy Document Record Controller and AACCUP document compiler.

The role is very appealing to me, and I believed that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my knowledge in this position include:

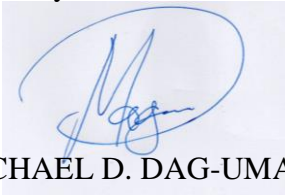
- I am a database manager of the SILMS, STARBOOKS and DLM at VSU Library
- I became an encoder
- I have a comprehensive knowledge of Microsoft office (word, excel, power point and access)
- I have Clerical skills

With a BS degree in Computer Science, I have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reach anytime via email at [michaeldaguman@gmail.com](mailto:michaeldaguman@gmail.com) or by cell phone, +639351584123.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,



MICHAEL D. DAG-UMAN