

October 9, 2023

Dr. Edgardo E. Tulin  
President  
Visayas State University

Thru: **MARISEL A. LEORNA**  
Director, NCRC

Dear Dr. Tulin.:

I am writing to express my interest to apply for the position of Administrative Aide IV.

I worked for eleven years as Clerk at College of Nursing and worked at the University Registrar for seven months now. So, if given a chance to be a part of your team, it would be a pleasure to work with you and be an asset.

Attached is my resume for your perusal. Should you need more firsthand information you can contact me through my mobile phone no. 0930-079-3064.

Thank you very much for considering my application. I look forward to hearing from you.

Very truly yours,

  
**Jannet Leslie Evelyn S. Codog**