

August 24, 2023

HARVIE P. PORTUGALIZA

College Dean, College of Veterinary Medicine

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Portugaliza,

Good day! I, the undersigned would like to express my interest to apply as an Administrative Aide III in the College of Veterinary Medicine. I believe that I have the abilities, capabilities and eagerness necessary for the position, combined with my interpersonal skills and professional ethics that would greatly benefit you.

I, graduated last April 22, 2015 from Visayas State University with the degree of Bachelor of Science in Agribusiness. I believe that I am equipped and ready to take on the responsibilities as an Administrative Aide III. I have fostered my skills as a clerk in VSUCC and was complimented for the hardwork. I have further enhanced my management skills through my Probationary Officer Training Course in Arescom Training School in Tanza, Cavite. I was able to adapt quickly regardless of the situations that were outside my field. I have also widened my horizon and have proven my capabilities through my job experience and training. I am confident that I am able and that this will not be anything new to me.

I chose to submit my application to your department because I know that you will provide good opportunities to hone skills. I am eager to undergo any training and seminar for professional growth. I hope to be part of your institution that produces high competent students in various fields. I appreciate for your time and attention that you showed by reading my letter.

Sincerely,

CARREN G. MENDEZ

APPLICANT