

7 January 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
Director, HRMO

Dear **Dr. Yepes:**

Good day!

I have read from jobs.vsu.edu.ph that the Visayas State University currently hiring for an Administrative Aide VI (Permanent Position) to be stationed at the Department of Mechanical Engineering. I am sending this letter to formally apply for the Position. Currently, I am working as Clerk at the Department of Pest Management. More than 2 years of experience as Clerk in an academic department has been through challenges but I have made those into my advantage to learn and grow.

I am a graduate of both Bachelor of Science in Agribusiness and Diploma in Information Technology with Career Service Eligibility (Sub Professional). With great interpersonal skills and working experiences; I assure you that I would work with utmost sincerity, honesty and dedication.

Thank you and God bless.

Sincerely,

Raul Anthony S. Valenzona
Applicant