

09 August 2023

HARVIE P. PORTUGALIZA

OIC, College Dean, CVM
College of Veterinary Medicine
Visayas State University
Visca, Baybay City, Leyte

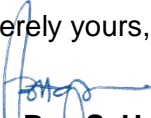
Dear Sir:

Good day!

I found my interest in applying for the Administrative Aide III (Casual) position as posted on human resources information system. I am Anna Bea Salinas Hoyla, a 2018 graduate of the Bachelor of Science in Agricultural Business program at Visayas State University. I worked as a research assistant assigned for the AACCU accreditation at the Institute for Science Research and Development Studies (ISRDS) here at Visayas State University right after I graduated until 2021. And eventually was rehired as an administrative clerk now at the Gender Resource Center (GRC), headed by Professor Tabada. During this time, I have gradually built a strong foundation of knowledge regarding the various tasks and duties required of an office clerk, and it would be a pleasure to work with you and render my services. I also like to learn about every transaction, documents and records management, and many more things in your workplace, which would be an addition to my knowledge and skills for better performance.

I welcome the opportunity for an interview to discuss my additional skills, previous work experience, and what I have to offer your office. Thank you for your time consideration.

Sincerely yours,


Anna Bea S. Hoyla
Applicant