

February 11, 2023

**HONEY SOFIA V. COLIS**

OIC, Director

Office of the Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

Greetings!

I am writing this letter to express my interest in applying for an Administrative Aide VI-Clerk III position in your institution.

I am **MARY LOURINE H. TABUDLONG**, a graduate of Bachelor of Science in Agribusiness at Visayas State University, gained units in Professional Education at Saint Michael College of Hindang Leyte and passed the Licensure Examination for Teachers (LET). I have also acquired a certificate for Bookkeeping NCIII, Agricultural Crop Production NCII and Organic Agriculture Production NCII. I have worked as an Administrative Officer at CDJ Group Construction & Development Corporation and as an Enumerator during the 2020 Census of Population and Housing Enumeration.

Enclosed herewith are my updated personal data indicating the trainings and seminars attended during my range of my service and other pertinent records for your perusal.

This serves as my sincerest intent; I am looking forward for a positive response from you and my pleasure to meet with you and to discuss more about myself how well my skills fit your qualifications and what contributes I could make to your institution.

Thank you.

Respectfully yours,

**MARY LOURINE H. TABUDLONG**  
**Applicant**