

July 16, 2020

DR. LOURDES B. CANO

Director

Administration and Human Resources Development

Visayas State University

VisCA, Baybay City, Baybay, Leyte

Dear Dr. Cano,

Warm Greetings!

I write this letter in response to your job posting for Administrative Aide III (Clerk 1) at Visayas State University dated July 15, 2020.

I am confident that I match the experience and skillset required. At present, I am a Job Order Clerk for the College of Forestry and Environmental Sciences handling both Clerk duties for both the Department of Forest Sciences and the College of Forestry and Environmental Science. I maintain an exceedingly functional support system for the both the College and Department, respond to requests in a timely manner, and can effectively multitask.

Additionally, I am adept at office works like filing, typing, can handle pressure and very accommodating to my clients and colleagues.

Herewith, I attach my Curriculum Vitae for your perusal. Please feel free to contact me at 09169108769.

Hoping this letter merits your attention and kind consideration. Good day and God Bless

Sincerely,

JESIBEL L. MUERTIGUE

Applicant