

April 12, 2021

**DR. EDGARDO E. TULIN**  
President, Visayas State University  
ViSCA, Baybay City, Leyte

Thru: **DR. REMBERTO PATINDOL**  
Vice President for Administration & Finance  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Sir,

I am writing in your good office to express to you my interest to apply for the vacant position of Administrative Aide IV. I am currently assigned in accounting office in bookkeeping section as Administrative Aide III casual employee.

I am a graduate of BS degree of Business Administration major in Financial Management with six years of work experiences mainly in office administration. Throughout my employment history, I have learnt to manage responsibilities with technical support and customer service tasks. This has also helped to develop my organization skills and strengthen my ability to multitask. I am confident that my strong technical experience and education make me a highly competitive candidate for this position.

Thank you.

Respectfully,

**JHONAVEL R. CASTIL**  
*Applicant*