

February 15, 2021

HONEY SOFIA V. COLIS

Director

Office of the Head of Recruitment Selection Placement and Personnel Records

Visayas State University

Visca, Baybay City, Leyte

Thru: **LOURDES B. CANO**

Director, ODHRM

Dear Ma'am Colis:

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as an Administrative Aide III (Casual Position). Please consider me an applicant to the position. I am a graduate of Bachelor of Science in Agribusiness at this university.

I am working as a clerk at the Department of Agricultural Education and Extension for almost 3 years which has given me confidence in terms of clerical and office works. I passed the Civil Service Examination (Professional) and also clerical examination in the university.

If you consider me as an applicant, I feel confident and qualified to take on the challenges that offers me. Attached please find the copy of my resume, CV, TOR and Diploma.

Looking forward for your positive response.

Thank you very much!

Very truly yours,


JANET ODICTA PASA

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