

January 8, 2023

**MARWEN A. CASTAÑEDA**

Head, Office of The University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir,

It is with great pride and honor, with my sincerest desire, that I am seeking to secure an **Administrative Aide VI (Clerk III)** position and join the company specifically in the Office of the Director for Human Resource Management in Visayas State University posted on your website. As requested, I am enclosing a completed Personal Data Sheet (PDS), Transcript of Records and Diploma and other said requirements.

The opportunity presented in this listing is very appealing, and I believe that my strong technical experience, education and interest to join the company to engage in public service will make me a competitive candidate for this position. The key strengths that I possess for success in this position include, but are not limited to the, following:

- Experienced in Administrative Clerical Task
- Computer Literate
- Strong communication and writing skills
- I am a self-starter

With a Bachelor in Science degree in Computer Engineering, I have lots of experience in learning and excelling at new technologies as needed. You will find me energetic, confident and persoliable, the type of person on whom the people that your office will serve can rely. If accepted, I'm also willing to be trained to further improve and develop new skills.

Please see my resume for additional information on my experience. I hope that you'll find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and the people your office serves.

I can be reached anytime via my mobile number, 09653543751 or through my personal email, [knmocorro702@gmail.com](mailto:knmocorro702@gmail.com) thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,  
  
**KENNY ALAINE N. MOCORRO**