

**Visayas State University**

February 16, 2021

**Dr. Edgardo E. Tulin**  
President

Sir:

I am writing to express my interest for the position of Administrative Aide III.

I am a graduate of Visayas State University (VSU) with a Bachelor's Degree in Computer Science (BSCS) and also a CSC Professional Passer.

I currently working as a Computer Operator at HRMIS since 2019. I wish to bring my knowledge, skills and commitment to your company.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Sincerely,

Jacob R. Lumbre