

Zone 5, Brgy. Guadalupe  
Baybay City, Leyte  
July 17, 2023

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

Thru:

HONEY SOFIA V. COLIS  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Dr. Tulin:

I would like to apply for the vacant position Administrative Officer II (Financial Analyst I) in the Visayas State University Main Campus. I acquired my Master of Management in Agribusiness Management and Bachelor of Science in Agribusiness from VSU Main Campus last June 2019 and April 2015, respectively.

I am currently employed at Landbank of the Philippines Baybay Branch as a Customer Associate (bank teller). As a bank teller, I have acquired skills such as: handling cash, working with customers and maintaining an organized work area. It also includes assisting customers with client transactions, depositing and withdrawing funds from an account and processing other financial transactions.

For further details, please refer to my attached Personal Data Sheet (PDS) and Transcript of Records (TOR). I am willing to present myself for an interview and discuss how my education and experience are consistent with your needs in your most convenient time. You can contact me through my mobile number, 09286854901 or my email: [kerryuy@gmail.com](mailto:kerryuy@gmail.com).

Thank you very much.

Respectfully yours,

KERRY U. SUDARIA