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LOURDES B. CANO  
Director, CCA  
Visayas State University Baybay City

Dear Ma'am,

I would like to apply for clerk position that would fit my qualifications. I am self-motivated and a quick learner which will help me in becoming skilled at what I have not yet had exposure to in very little time. I have just achieved my bachelor's degree in Industrial Education last April 2018 and have since been looking for a job position utilizing my organizational and communication skills in an effective way.

Every summer during my college years, I performed part-time work under SPES program wherein i was assigned in my university and in our barangay. During these works I handled filing and sorting duties primarily. I just also finished my contract in DSWD as a Enumerator. Moreover, I possess good mathematic skills which I believe will go a long way in helping me work in a high volume environment. Furthermore, I take pride in the fact that I take criticism very positive and use it to my advantage.

Attached in this letter is my PDS which you can use for reference.

I am really hoping that you will give me a chance to have my second job experience in your institution.  
Thank you for considering my application. I am hoping for your favorable response.

Sincerely,

Margie N. Manilag  
Applicant