

July 23, 2020

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

Dear Dr. Tulin,

I am writing to apply for Administrative Aide III. I am currently working in the Department of Tourism and Hospitality Management Office.

I enclose my job application, Personal Data Sheet (PDS), my civil service eligibility certification and my resume.

The role is very appealing to me, and I believed that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my knowledge in this position include:

- I am a database manager of the SILMS, STARBOOKS and DLM at VSU Library
- I became an encoder
- I have a comprehensive knowledge of Microsoft office (word, excel, power point and access)
- I have Clerical skills

With a BS degree in Computer Science, I have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reach anytime via email at michaeldaguman@gmail.com or by cell phone, +639351584123.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

MICHAEL D. DAG-UMAN