

June 20, 20212

Office of the Head of the University Review Services

Visayas State University

Baybay City, Leyte

Dear Maam/ Sir,

This is to signify my intent to apply for a vacant position in your office.

I am **MARY GRACE C. FERNANDEZ**, 27 years old, single and a resident of Barangay Cogon, Baybay City, Leyte. I graduated my degree of Bachelor of Science in Information Technology at the Franciscan College of the Immaculate Conception, Baybay City, Leyte last March 2018.

I would be honoured and excited to be part of your team and contribute my skills. I look forward to an interview with you to discuss my abilities and qualifications. If there is any additional information you would like me to provide, please feel free to contact me 09319704885

Hoping that my application will merit your good graces and approval.

Thank you very much.

Very truly yours,

MARY GRACE C. FERNANDEZ

Applicant