

June 27, 2022

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

Good day!

This is to express my great interest in applying to the Administrative Aide III position available at the Visayas State University. I am currently working at the Department of Statistics as a job order Clerk/Ddrc.

I believe that my experience working in the University for years and my qualifications especially as passer of both VSU Clerical Examination and Civil Service Examination Professional Level, make me capable for the desired position. It is my main goal to obtain a regular position in this prestigious institution where I can utilize my knowledge and skills, and thus hoping for your positive response to this application.

I would be delighted to further discuss my experiences and qualifications. Please feel free to reach me at this number +63 931 0388 610 at any time of your convenience. I have also attached my Personal Data Sheet for your perusal.

Thank you very much for your time and consideration.

Respectfully yours,


MONNA E. BENGALAN
Applicant