

September 24, 2021

**OFFICE OF THE DIRECTOR FOR
HUMAN RESOURCE MANAGEMENT**

G/F Administration Building
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7643
Email Address: odahrd@vsu.edu.ph
Website: www.vsu.edu.ph

Dear Ma'am,

This letter is to express my interest to apply for the position of **Administrative Aide IV (Clerk II)** posted in the jobs.vsu.edu.ph with Job Code: WGCSUV. The opportunity presented in this listing is very appealing, since I am very much acquainted with administrative clerical works, a computer literate and has experience in documentation and filing. I am very much interested to join and work in the government and engage public service. The key strengths that I possess for success in this position include, but are not limited to, the following:

- Computer Literate
- Strong communication and writing skills and is well acquainted with Business Correspondence
- I am a self-starter.
- Documentation and Filing skills

You will find me to be well spoken, energetic, confident, and personable, the type of person on whom the people that your office will serve can will rely. If accepted I also am willing to be trained to further improve and acquire develop new skills and also the work schedule would not be a problem. Please see my personal data sheet for additional information on my experience. I hope that you'll find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and the people your office serve as a member of your office.

I can be reached anytime via my cell phone, 09357781405 or through my email wil.hussin@gmail.com. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,



WILSON T. HUSSIN