

July 15, 2020

Lourdes B. Cano

Director

Director for Admin & Human Resource Development Office

Visayas State University

Visca, Baybay City, Leyte

I have read an announcement that the admin and human resource development office is in need of Administrative Aide III and IV . On this regard, I hope you consider my application.

I am a graduate of Bachelor of Science in Agribusiness at the Visayas State University, Visca, Baybay City, Leyte last June 14, 2017. I have worked as Research Aide at the Department of Veterinary Medicine, Visayas State University for one year and as Secretary at FIRM fuel Gas Station for six months. I have also finished 19 units of Professional Education at Saint Michael College of Hindang Leyte and passed the Licensure Examination for Teachers conducted last March 24, 2019.

Please refer herewith pertinent documents for your perusal. I appreciate your time reviewing my application and it would be a pleasure to attend an interview with you at your convenient time. Thank you.

Very truly yours,

SHERLYN O. RAMONEDA