10 April 2025

Dr. Mario Lilio P. Valenzona
Director, Project and Development
Visayas State University
Visca, Baybay City, Leyte

Dear **Sir,**

I am writing to express my keen interest in the permanent position of Administrative Aide VI in your office, as advertised on the VSU Jobs website of Visayas State University. My qualifications and experience closely align with the requirements for this position.

I hold a bachelor's degree in Animal Science from the Visayas State University and have successfully passed the clerical exam conducted by the VSU in August 2014. Fortunately, I passed the Civil Service Examination (Subprofessional level) in May 2022. I am currently in the Department of Civil Engineering with Plantilla position as Admin. Aid III (Clerk I).

Throughout my nine years as a dedicated clerk under the Department of the Faculty of Engineering, transitioning from job order status to permanent in the academic departments, and my five years as deputy document records controller, I have honed my skills and gained valuable experience that has equipped me to excel in this role. I believe my diverse background, strong clerical skills, and effective social and interpersonal abilities make me a suitable fit for the position.

I have enclosed my credentials for your review. Please feel free to contact me at 09161576758 or via email at haide.cuevas@vsu.edu.ph at your convenience.

Thank you for considering my application. I am eagerly anticipating a positive response.

Respectfully yours,

HAIDE B. CUEVAS
Applicant