

JESSAMINE C. ECLEO
Director
Procurement Office
Visayas State University
ViSCA, Baybay City, Leyte

THRU: HONEY SOFIA V. COLIS
OIC-Director, ODHRM
VSU, Baybay City, Leyte
April 1, 2021

Madam:

Greetings! This letter is in response with the announcement that your office is hiring an administrative aide III (Clerk 1). I would like to apply for the said position. I am Kristine Syra Y. Escarilla with the Bachelor's Degree of Secondary Education major in Biological Sciences and a graduate of VSU-Main Campus. Additionally, I graduated with Latin Honors and passed the Licensure Examination for Teachers (LET) last September 29, 2019.

As for my experience, I have worked as a virtual admin assistant for someone who work on a health insurance agency. During my college years, I worked as a secretary on our course-related organization ABIOSCIM now LSCIM and a secretary of our dormitory – Calachuchi Dormitory. In addition, I am very trainable and can easily grasp instructions.

Attached together with my letter of application are my pertinent papers that will support my application. Please do consider my application and contact me within your convenience.

Thank you and more power!

Respectfully yours,

Kristine Syra Y. Escarilla
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