

February 20, 2024

**DR. DANIEL LESLIE S. TAN**

*OIC President*

*Visayas State University*

*Visca, Baybay City, Leyte*

Dear Sir:

I am interested in applying for the Administrative Aide III (Casual) as posted at <https://jobs.vsu.edu.ph>. I have worked as an office clerk in the Dept. of Biological Sciences (DBS) for 5 years, as a course in-charge or school evaluator in the Registrar's Office for 2 years, and presently as a clerk at the Supply and Property Office since 2021. All of them were slightly different in what they dealt with, but my adaptability allowed me to get into the swing of new routines and learn new office procedures quickly.

I believe my experiences make me the perfect candidate for this position.

Thank you for taking the time to review my resume. I look forward to hearing from you to set up an interview. You can contact me at 09752340734 or via email at [marife.gucela@vsu.edu.ph](mailto:marife.gucela@vsu.edu.ph).

Sincerely,



MARIFE C. GUCELA