

October 25, 2021

Dr. Edgardo E. Tulin  
President  
Visayas State University  
ViSCA, Baybay City, Leyte

Thru: Dr. Daniel Leslie S. Tan  
Vice President for Administration and Finance

Dear Sir:

I wish to submit my application for Administrative Assistant II (Accounting Clerk III), which was endorsed last Tuesday (October 19, 2021). I believed that my experience, education and expertise position me as perfect candidate for this role.


I completed my Bachelor's Degree in Accounting Technology in the University of San Carlos last May 2019. Since then, I have worked with both administrative and accounting duties and have gained knowledge from the various tasks assigned.

I am currently working in the University as a college clerk (Job Order status) at the College of Arts and Sciences. Working in the college has helped me show my competency in clerical duties like filing, typing and in dealing with the public.

I welcome this opportunity to work in the University with the position offered. Attached is my resume and personal data sheet for your perusal.

Thank you for your time and consideration.

Respectfully yours,

  
Frances Louise B. Dajao  
Applicant