

April 29, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

THRU: **DR. DANIEL LESLIE S. TAN**

Vice President for Administration and Finance

Chairman, NAPB

VSU, Baybay City, Leyte

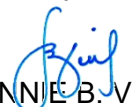
Dear Dr. Tulin,

I am writing to express my interest to apply for the position of Administrative Aide III. As a highly organized and efficient professional with strong administrative support experience and exceptional interpersonal skills, I am prepared to contribute to your institution's goals.

I am Rannie B. Veril, and I work as a deputy Documents and Records Controller at the Physical Plant Office. I worked in Accounting Office for 4 years and have experience with administrative clerical work, computer literacy, documenting and filing. I had also maintained a functional office environment while providing administrative support for a fast-paced production. I also responded to request from clients as well as with my colleagues promptly.

I hope that you'll find my experience and interests intriguing enough for this position. My Personal Data Sheet is attached for your perusal. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,



RANNIE B. VERIL
Applicant