

May 18, 2020  
Visayas State University  
Baybay City, Leyte

Greeting of Peace!

With my burning passion to work, I consider Visayas State University as my bridge enriching better future. It is due to the facts that my heart is much closer in this institution. I view of this; I would like to apply as one of the Administrative Aide III (clerk).

I am Jucy Fe C. Gonzales of Sitio Naga, Zone 1 Baybay City, Leyte. A graduate of Bachelor of Science Secondary Education major in MAPEH at the Visayas State University. During my college days, I was appointed to organized and handle events. Since I specialized teaching and experienced non-teaching, I believe that it's easy for me to manage the position as Administrative Aide III. I'm a computer literate for the following application: MS Office Applications (Word, Excel, and PowerPoint).

Attached herewith are my pertinent papers which are necessary for this application. I am very much wiling for an interview on the schedule time and could be easily contacted by my cellular number at 09260720884.

Very truly yours,

**Jucy Fe C. Gonzales**  
Applicant