

October 14, 2022

**CHARICE B. LIMBO**

Director

Institute of Human Kinetics

Visayas State University

Visca, Baybay City, Leyte

Ma'am:

Greetings!

With my utmost interest to be of service to Visayas State University, I express my intention to apply as an Administrative Aide III (clerk I) at Institute of Human Kinetics.

I graduated at Visayas State University last June 14, 2017 with a degree of Bachelor of Secondary Education major in Biological Science and currently taking up my Masters of Education in English at the same university. I am also a licensed professional teacher and a former science teacher at Notre Dame of Abuyog, Inc.

Please consider this letter of intent and my personal data sheet for your ample reference.

I am available at your most convenient time for an interview. Please contact me through this number: 09395176641/ 09276941653 or email [bragasjonalyn9@gmail.com](mailto:bragasjonalyn9@gmail.com)

Thank you!

Respectfully yours;

JONALYN Q. BRAGAS

Applicant