

February 10, 2022

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM

Office of the Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Warm Greetings!

I write this letter in response to your job posting for Administrative Aide IV (Clerk II) at Visayas State University dated February 7, 2022.

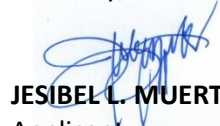
I am confident that I match the experience and skillset required. At present, I am an Administrative Aide III (Clerk I) on Casual position handling duties as office secretary and dDRC of the College of Forestry and Environmental Science. I maintain an exceedingly functional support system for the College, respond to requests in a timely manner, and can effectively multitask.

Additionally, I am adept at office works like filing, typing, can handle pressure and very accommodating to my clients and colleagues.

Please feel free to contact me at 09169108769.

Hoping this letter merits your attention and kind consideration. Good day and God Bless

Sincerely,



**JESIBEL L. MUERTIGUE**

Applicant