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HAZELLE V. ASALDO

University and Board Secretary

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Asaldo,

Good day!

I'm writing to show my interest in the job opening posted on the VSU HRIS portal. I believe I'm a good match for this position, not just because I meet the qualifications, but because I truly care about public service and supporting the goals of Visayas State University.

I've had the chance to work in administrative and technical support roles where I handled data, kept records organised, and used computer tools to help with reports and daily tasks. These experiences have helped me grow, work better with others, communicate clearly, and adjust to different situations.

I'm excited to learn more and give my best if given this opportunity. It would truly be an honor to serve VSU in a bigger way. Thank you for considering my application.

Jerlyn Donayre

Applicant