

February 5, 2022

**BUDGET OFFICE**

Visayas State University

Visca, Baybay City, Leyte

Dear Armacin:

Greetings!

I am interested in the Administrative Officer of the Office of the Graduate School as advertised in the 'jobs.vsu.edu.ph' by your organization. Hope you will consider me as an applicant in your good office. I am interested to be a part of your Department in achieving the mission and vision of the department as well as the university. Hope you will give me a chance.

I am Chyril Mae B. Nodalo, 24 years old, currently residing at San Vicente Street, Poblacion, Mahaplag, Leyte, Philippines. I am a graduate of Bachelor of Secondary Education- Biological Sciences major.

Enclose is my resume for your perusal and further information. Thank you very much and I shall be pleased to receive a notice for interview in your most convenient time. I could be reached through my mobile number 09510028168, [chymmae08@gmail.com](mailto:chymmae08@gmail.com).

Let me thank you most sincerely for the favorable action that you will grant to this request.

Very Truly Yours,

CHYRIL MAE B. NODALO