

Zone 5, Brgy. Guadalupe
Baybay City, Leyte
June 4, 2023

EDGARDO E. TULIN, Ph. D.
University President
Visayas State University
ViSCA, Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Sir,

Good Day! I am writing to apply for the vacant position Administrative Aide IV (Clerk II) in the Visayas State University Main Campus. I acquired my Master of Management in Agribusiness Management degree in VSU Main Campus last June 2019 and my Bachelor of Science in Agribusiness in the same University last April 2015.

Before pursuing my Master's Degree, I worked as a Store Specialist at Globe Telecom Baybay Branch and then in Visayas State University as a Geographic Information System (GIS) Encoder for Phil-LiDAR II.

Currently I am working at Landbank of the Philippines Baybay Branch as a Customer Associate since December 2021. As an enthusiastic and motivated individual, I have a strong attention to details and am incredibly organized. During my past work experiences, I was able to work well with a team and was able to deal with different type of personalities which enables me to sharpen my interpersonal skills, organizational skills, communication skills, and my ability to work with speed and accuracy. With my experience in banking I have also honed my skills in customer service, numeracy skills and problem solving.

For further details, please refer to my attached Personal Data Sheet (PDS) and Transcript of Records (TOR). I am willing to present myself for an interview in your most convenient time. You can contact me through my mobile number, 09286854901 or my email kerryuy@gmail.com.

Thank you very much and God Bless.

Respectfully yours,


KERRY U. SUDARIA
Applicant