

January 15, 2020

TO: Lourdes B. Cano  
Director, Administration and Human Resource Development Office  
Visayas State University  
ViSCA, Baybay City, Leyte

Good day!

I would like to apply for a clerk position. In addition, I enclosed my resume, transcript of records along this letter for your consideration.

I'm an AB- English Language graduated from Visayas State University. I had experienced working as a document/clip organizer for a month at Special Pulp Manufacturing Inc. (SPMI) in Brgy. Hilapnitan Baybay City, Leyte.

I'm hoping to work in an organization that provides an opportunity to capitalize my skills & abilities in any field.

I would be grateful if you can contact me, or keep my information on file in case of future openings. Thank you for taking time to review my application.

God bless!

Sincerely,

JESSICA NIÑA P. LESIDAN

*Applicant*