

April 25, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Thru: **MR. JEROME O. ARRIBADO**

Head

Eco-Farm & Resource Management Institute

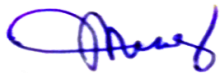
Dear **Dr. Yepes**,

I am writing to express my sincere interest in the position of Administrative Clerk IV (Clerk II) at the Eco-Farm and Resource Management Institute. I am Marily V. Seville, a BS in Agriculture graduate & currently assigned as casual Administrative Aide III clerk at the University Review Services office. I have a strong background in office administration, a keen eye for detail, and a genuine interest in environmental sustainability.

Contributing my administrative skills to an organization that aligns with my values would be both fulfilling and meaningful. I have developed solid experience in managing records, scheduling, data entry, and providing support to others. I am highly organized, proficient in microsoft office and various administrative systems, and comfortable multitasking in fast-paced environments.

Thank you for considering my application and I look forward to the possibility of an interview.

Sincerely,



**MARILY V. SEVILLE**

Applicant