

DEBRA JEAN M. DALIN-AS

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April 4, 2025

Dear Ma'am Miraflor,

Good day Ma'am! I am writing this application with regards to the opening of position in your humble office, the Records Management and Archives Office, Visayas State University. As an Agribusiness graduate, I believed that the skills, knowledge, and experiences that I have gained makes me a valuable candidate as Clerk III. I have worked and served as a JO clerk in the office of the Graduate Education for the past 4 years and 6 months. I have become confident in my ways of dealing with diverse personalities that enabled me to work effectively individually or in groups.

I am with great excitement to work with you ma'am knowing that you are one of the kindest persons I know here, and your staff to help your office grow and flourish in the next years. I can assure you that I am a hardworking individual and willing to be educated at work.

Hoping that this letter of application brings your attention for considering me as one of your employees.

Thank you, and more power.

Very truly yours,


DEBRA JEAN M. DALIN-AS

Applicant