

DEBRA JEAN M. DALIN-AS

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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 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 School for the past 3 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 believed that my enthusiasm makes me a perfect fit to serve as one of the staff in your office. I am with great excitement to work with your staff to help your office grow and flourish in the next years.

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