



17 June 2021

DR. EDGARDO E. TULIN

*President, Visayas State University
Baybay City, Leyte*

THRU: HONEY SOFIA V. COLIS

*Director, Office of the Director for Human
Resource Management*

Dear **Dr. Tulin**,

Greetings!

I'm writing to express my interest to apply for a job as Administrative Officer II in Visayas State University-Baybay.

I earned my Bachelor of Science degree in Computer Science at the Visayas State University last 2011 and have 21 units Master in Management in the same school. In the same institution, I am working as Administrative Assistant II at the Online Programs Office for over three (3) years now.

I believe that the nature of my educational background and my work experience have familiarized and prepared me for this position. It involved a great deal of social research skill, communication skill, critical thinking, self-motivation, and a wide range of skills. I am also an open-minded person and willing to learn new things.

Kindly see my personal data sheet for additional information on my experiences. I can be reached through my email address, meanvillas@vsu.edu.ph and contact number, 09562369231.

Thank you for your time and consideration. I look forward to meeting/hearing with you about this employment opportunity.

Very respectfully yours,

Me-an D. Villas