

September 24, 2020

Lourdes B. Cano

Director, ODAS/HRM
Visayas State University
Baybay, Leyte

Dear Ma'am Cano;

I am writing to show my strong interest in applying for **ADMINISTRATIVE AIDE VI (clerk III) with Plantilla Item Number: ADA6-91-2004** that will be assigned at VSU Main Campus. I am a licensed Geodetic Engineer with a Civil Service Professional level certificate and currently taking up Juris Doctor at St. Pauls School of Professional Studies.

I am skilled in the Microsoft Office, since that is the same software we are using before when I was a Project Surveyor to a private construction firm. I can communicate effectively to diverse people, because of my vast experience as a Customer Service Representative for almost seven years. I am a team player and work well with people with different personalities.

I am very much passionate in being up-to-date to whatever task given to me. I am keen to details and making sure that all paper works are submitted on a timely manner and all procedures should be followed based on the chronological order.

I believe my experience, communication skills, player and interpersonal abilities would make me a strong fit for this position.

My Resume and other credentials are enclosed for your review. If you have questions or wish to arrange an interview, I may be reached at 09050280850. Thanks for your time and consideration.

Sincerely yours,

Engr. Jaeson Roi C. Cayson
Applicant