

October 7, 2021

EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Through: Ms. HONEY SOFIA V. COLIS
OIC Director, ODHRM

Dear Dr. Tulin:

Warm Greetings!

I have heard that your good office is in need of an Administrative Officer II for the Office of the Graduate Student. I would like to apply for the said position. I know that my work experience and educational attainment will fit on it.

I finished my master's degree on Master of Management major in Business Management on June 14, 2019. Moreover, I graduated my bachelor's degree course Bachelor of Science in Development Communication major in Community Broadcasting in 1988.

I do believe that my experience and educational attainment will make me productive and competitive. I can guaranty you that I could deliver the job description beyond expectation on time.

If given a chance you could be assured of my dedication and willingness to learn qualities that employers usually expect from their employee. I am willing to work outside office to perform extension tasks as needed.

I look forward to speaking with you about my application to your most convenient time. (Enclosed Resume and Transcript of Record).

Thank you very much.

Very Truly Yours,


MARIA LILIA P. VEGA
Brgy. Sta. Cruz, Baybay City, Leyte
Contact Number: 09617605332