

September 2021

**DR. EDGARDO E. TULIN**

*President*

*Visayas State University*

*Visca, Baybay City, Leyte*

Dear Sir,

I would like to formally apply for the position Administrative Aide III, Clerk as advertised in the VSU website(jobs.vsu.ph). Presently, I am working at Supply and Property Management Office as Clerk. I believe that my past job experience have prepared me well for the challenges this position offers.

I am a graduate of Bachelor of Science in Agriculture major in Horticulture. I am hardworking employee. I can work under pressure, self -motivated, dedicated and committed in every undertaking I pursue.

Attached is my resume giving further details of my work experiences and trainings/seminars attended. I would appreciate the opportunity to discuss my background, education, and past working experience at an interview.

Thank you and God Bless!

Sincerely,



**MARIFE C. GUCELA**

applicant