

APPLICATION LETTER

MARCH 24, 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **DR. LOURDES B. CANO**

Director

Administration and Human Resource Development Office

Dear Dr. Tulin,

I learned via VSU's official website that your institution is in need of an Administrative Aide III. In this connection, please consider me as an applicant for the said position.

I am Maria Michelle M. Sequeña, a graduate of Bachelor of Science in Agri-Business- Visayas State University - Main Campus batch 2016. With respect to work qualifications and experience, I am very well versed with the tasks of being an Administrative Aide as I was connected with the following companies: PACIFICA AGRIVET SUPPLIES, INC. - BRANCH CLERK for a year and 9 months and was appointed as Branch Supervisor, Aldeguer & Co. Inc. - Accounting Clerk for 6 months. Currently, I am the Office in Charge of Superior Gas & Equipment Co. of Cebu Inc ormoc branch.

I know very well that one of the minimum qualifications is to be a CSC eligible, rest assured that I am working on this now. I intend to take the Civil Service exam last year 2020, but, unfortunately due to the Pandemic (Covid-19), the examinations were cancelled. I am planning to take the Civil Service accreditation as soon as slots are open.

If character, ability & willingness to work are desired, I can fill the position to your complete satisfaction.

Enclosed in this application letter is my personal data sheet for your reference and should my application measure up to your high standards, I am very much willing to come for an interview anytime at your most convenient time. I can be reached any time in my mobile number 09380248466 or you can email me at xavierjett01@gmail.com

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

Respectfully yours,

MARIA MICHELLE M. SEQUEÑA

Applicant