

**Mr. Eduard Tulin**  
Director  
Visayas State University  
Visca, Baybay City Leyte

Dear Mr. Tulin

I am writing to express my interest in applying for School Credits Evaluator position in your prestigious institution. I am Emelyn S. Uy, a graduate of Bachelor of Science in Commerce Major in Business Administration from Baybay City Leyte.

I worked with your institution before as a job order employee under Vice President Office.

It will be such a great honor to be part of VSU and I am looking forward for my interview. Attached herewith is a copy of my resume for your further evaluation.

Respectfully yours,

**Emelyn S. Uy**  
0921-8328729

