

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

Dear Mr. Tulin

I am writing to express my interest in applying for Administrative Aide III 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. I don't have civil service eligibility but with my work experiences and skills, I believed I am competitive enough to handle my duties and responsibilities effectively and efficiently to ensure the smooth work flow process of the organization.

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

