



July 1, 2021

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

Dear Dr. Tulin,

I am writing to apply for any Clerical Administrative Position. I am currently working in the Department of Tourism and Hospitality Management Office as an Administrative Aide I. I already passed the VSU Clerical Examination; I also have my Civil Service Eligibility Professional Level. I also became a (DDRC) Deputy Document Record Controller in the Department of Tourism and Hospitality Management and AACCUP document compiler in the Library.

The role will be very appealing to me, and I believed that my strong technical experience and education make me a highly competitive candidate for the position. My key strengths that would support my knowledge in this position include:

I am a database manager of the SILMS, STARBOOKS and DLM at VSU Library
I have a comprehensive knowledge of Microsoft office (word, excel, power point and access)
I have Clerical skills and an encoder

I graduated my BS degree in Computer Science in 2013 and currently pursuing my Masters in Management major in Business Management. I have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reach anytime via email at michaeldaguman@gmail.com or by cell phone, +639351584123.

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

Sincerely,

MICHAEL D. DAG-UMAN