

February 4, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Yepes:

Greetings!

I am applying in response to the opening position of Administrative Aide IV. As a highly competent person, I would bring a service-focused and hard-working attitude to this role. I am a strong and able worker looking to fill the vacant regular position at this institution. I obtained my Bachelor of Science in Hotel, Restaurant, and Tourism Management (BSHRTM) degree at Visayas State University and passed the Civil Service Professional Career Examination last August 04, 2019.

I am currently working as Administrative Aide III (Clerk) at the Supply and Property Management (SPM) VSU main campus. Having been employed for almost two (2) years at the Supply and Property Management, I do believe I have earned experience and have been able to contribute to innovations in the department. Multi-tasking became the common denominator of my past jobs. Hence, I know I could manage any available position that suits my qualifications if given a chance

Lastly, I'd be grateful if you could give me some time to discuss further my abilities and skills. You can reach me through my mobile number 0939-343-9199 and email address, joana.sy@vsu.edu.ph.

Thank you and God Bless

Very respectfully yours,

Joana Lin C. Sy

Applicant