

April 25, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Thru: **DR. MOISES NEIL V. SERIÑO**

Vice President for Administration & Finance

Visayas State University


Dear **Dr. Yepes**,

I am writing to express my interest in the Administrative Clerk IV (Clerk II) position that is currently available at the Office of the Vice President for Administration & Finance. I am Marily V. Seville, a BS in Agriculture major in Agricultural Economics graduate, and currently assigned as casual Administrative Aide III clerk at the University Review Services office. I have strong organizational skills, attention to detail, and thorough understanding of administrative services.

I am proficient in office software such as word, excel, and powerpoint and quick to adapt to new technologies and processes. Additionally, I am a proactive and detail-oriented individual who thrives in a fast-paced environment. I am confident that my skills, combined with my positive attitude and willingness to learn, would allow me to make a meaningful contribution to your office.

Thank you for considering my application and I look forward to the possibility of an interview.

Sincerely,



**MARILY V. SEVILLE**

Applicant