

April 25, 2023

DR. EDGARDO E. TULIN
President
Visayas State University

THRU: HONEY SOFIA V. COLIS
Director, HRMO
Visayas State University

Dear Dr. Tulin,

I am Ian F. Godoy, 25 years old, Administrative Aide III of Accounting Office, and I am writing you this letter to express my willingness to apply for the Administrative Aide Casual position in this Institution. I am a graduate of Bachelor of Science in Agribusiness in the Visayas State University and have acquired NCII in Agricultural Crops Production and Organic Agriculture Production, and I just recently passed the Civil Service Examination (CSE- Professional).

As an Agribusiness graduate, I was able to work in my best interest in the Accounting Office. The experiences I have acquired, the skills and potentials I have developed, and the knowledge I gained for the past 2 years in the Accounting Office have helped me a lot to continue my service and to work effectively and efficiently.

If given the opportunity in the pursuit of this new endeavor, this would be of great help to achieve my goals and aspirations, as well as a good platform to still showcase the quality work I could offer for the continual improvement and development not just in the Accounting Office but also for the Institution as a whole.

Please consider my attached resume and PDS for additional details regarding my qualifications.

Sincerely,


Ian F. Godoy