

December 2, 2020

Dr. Edgardo E. Tulin  
President  
Visayas State University

Sir:

I am writing to express my interest for the position Administrative Aide III (Clerk).

I am a graduate of Visayas State University (VSU) last 2016 with a Bachelor's degree in Computer Science (BSCS). I am a CSC Eligible Professional Level.

My work experience is as a Field Interviewer of ISRDS, Encoder of DCST, Office Clerk at OVPAF and Computer Operator of HRMIS in Visayas State University (VSU). My contact number is 09079212179.

I wish to bring my knowledge, skills and commitment to Visayas State University.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Sincerely,

Jacob R. Lumbre