

Engr. Charlie S. Andan
Head, Department of Meteorology
College of Engineering and Technology
Visayas State University
Visca, Baybay City, Leyte

Dr. Honey Sofia V. Colis
Director, Human Resource and Management
Visayas State University
Visca, Baybay City, Leyte

Dear **Engr. Andan**:

I am writing to express my keen interest in the permanent position of Administrative Aide VI in the Department of Meteorology, as advertised on the VSU Jobs website of Visayas State University. My qualifications and experience closely align with the requirements for this position.

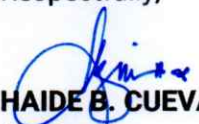
I hold a bachelor's degree in Animal Science from Visayas State University and have successfully passed the clerical exam conducted by VSU in August 2014. Additionally, I passed the Civil Service Examination at the subprofessional level.

Throughout my nine years as a dedicated clerk in academic departments and my five years as a document records controller at Visayas State University, I have honed my skills and gained valuable experiences that have equipped me to excel in this role. I believe my diverse background, strong clerical skills, and effective social and interpersonal abilities make me a suitable fit for the position.

I have enclosed my credentials for your review. Please feel free to contact me at 09161576758 or via email at haide.cuevas@vsu.edu.ph at your convenience.

Thank you for considering my application. I am eagerly anticipating a positive response.

Respectfully,


HAIDE B. CUEVAS
Applicant