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March 5, 2024

VIVIAN V. BALBARINO
Head
Supply and Property Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

I am writing to apply for the post Administrative Aide VI(Clerk III) [VHSENM] at the Supply and property office of the Visayas state University that was posted on the VSU website's Job postings.

I am a fresh graduate from University of San Carlos. I have completed my degree in History and during my studies, I have been in the Dean's lister twice. (Second Semester AY 2017-2018, First Semester AY 2019-2020). And I recently passed the Career Service Examination (Subprofessional) taken on August 20,2023 with a rating of 83.87.

I have graduated with a degree in History and I believe that the skills I have gained during my time as a student can be applied in many fields. As studying Social Science and Humanities disciplines, it gave me versatility and flexibility. I am also a quick learner and I am willing to be trained.

As you can see, my Resumé and other relevant documents are enclosed with this letter and I hope that through this way I will be able to explain myself better.

The experiences helped me to learn to be adaptable in different scenarios and I will always do an extra mile in performing my tasks and deliverables with utmost efforts, thus it will be an added advantage for you if you hire me. I am enclosing my resume with this letter for your kind consideration.

Should you want to know me more I am available for an interview anytime at your convenience , you can contact me through my phone number and email.

Looking forward to hear you soon.

Very truly yours,
MAURICE IAN FELICIO