

October 23, 2020

DR. LOURDES B. CANO

Director, ODAS/HRMO
Visayas State University
Baybay City, Leyte

Dear **Dr. Cano**:

Warm greetings!

I, Marie Kris C. Moron a graduate of Bachelor of Science in Medical Technology (BSMT) from Southwestern University, Cebu City, took and passed the Licensure Exam for Medical Technologist last March 22 – 23, 2011. I am sending this letter with the full interest to humbly apply as **Administrative Aide III (Clerk I)** at the **Visayas State University in Baybay City, Leyte**. It will be a great opportunity for me to help, serve and to grow as a well-rounded person.

I was working as a Medical Technologist in Clinica Gatchalian Hospital for four years as a Clinical Chemistry Section Head. After working in a hospital facility, I was hired and became a Chief Medical Technologist in Cebu CFI Community Cooperative Diagnostic Center – Ormoc Branch, a healthcare facility with a free-standing laboratory for four years and three months. My scope of responsibility includes clerical works such as data entry and gathering, record keeping, answering phone calls, sorting and filing of laboratory-related documents and processing the License to Operate of the laboratory as per required by the DOH. At present, I am working as a Computer Encoder (Job Order) at the City Social Welfare Department in Ormoc City. My clerical work experience has been honed and I am able to work efficiently and properly. The years that I've working have equipped and molded me with the right knowledge, skills and attitude in dealing with various situations. My exposure in the different hospital and healthcare settings, community setting and in the department which I am currently working have enabled me to gain insights and enriching experiences which have honed my abilities in providing quality service, developed my skills in communication and establish rapport with my co-workers and clients.

If given the chance to work in the Visayas State University in Baybay City, Leyte, I would be delighted to practice my learned skills and outstanding attitude which I have gained and continue to practice it in my future working environment.

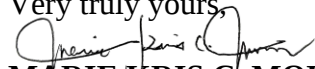
Enclosed herewith is a copy of my Resumé and some of my credentials including my Personal Data Sheet (PDS). I shall be very pleased to see you for a personal or online interview at your most convenient time or you may contact me through my phone number, 0998 462 9770.

I am looking forward for your positive response.

Thank you and keep safe.

God bless.

Very truly yours,



MARIE KRIS C. MORON

Applicant