

# ARVIC B. ARTIGAS



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Brgy. Cantuhaon,  
Palompon, Leyte 6538

June 22, 2022

## CHRISTY M. DESADES

Head

Office of the Head of the University Review Services

Visayas State University

Visca, Baybay City, Leyte

MA'AM:

Good day!

This letter is in response to your **Administrative Aide III (Clerk I)** job vacancy publication.

I am a degree holder of Bachelor of Science in Agribusiness. I'm computer literate. I have a good communication and interpersonal skills. I am a goal-oriented person. I have also a **Civil Service SubProfessional eligibility** that makes me an ideal employee in your institution.

I would feel privileged to be a part of your organization and would welcome the opportunity to discuss how my knowledge and skills would best suit the needs of your organization. Please feel free to contact me in these mobile numbers **0916-945-8198 / 0970-997-1719** or in this email [arvicartigas@yahoo.com](mailto:arvicartigas@yahoo.com). I'll look forward to hear from you at the earliest convenience.

Thank you and God bless.

Sincerely,

**ARVIC B. ARTIGAS**

Applicant