

December 3, 2021

Dr. Edgardo E. Tulin  
President  
Visayas State University  
ViSCA, Baybay City, Leyte

Thru: Dr. Remberto A. Patindol  
Vice President for Administration and Finance

Dear Sir:

I wish to submit my application for Administrative Aide III Clerk I position in the Philippine Root Crops & Research Training Center with the job code GDTOVC.

I am Luz Jesary P. Bermoy, a 22-year-old graduate from this very university on June 2020 with the degree of Bachelor of Science in Agribusiness. As a student, I was able to work in different areas and gained some practical skills provided by the program. I acquainted myself with a range of skills that would allow me to blend in different environment.

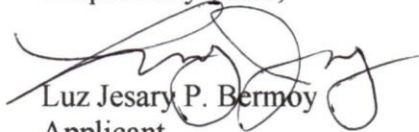
In addition, my internship allows me to gain more experience in real-world jobs that are not only limited in my degree program.

I am organized and thorough individual with excellent computer and social skills. I am also interested in taking challenges and learning new areas, responsibilities and work under pressure.

I would like to express my sincere desire to apply in this position since I have always a keen interest in any government jobs, especially in my alma mater. I assure you my dedication and hard work, and passion to prove myself to be in this position given the opportunity.

Thank you for your time and consideration.

Respectfully yours,

  
Luz Jesary P. Bermoy  
Applicant