

August 7, 2021

The Human Resource Personnel
Office of the Director for Human Resource Management
Visayas State University
Baybay City, Leyte

Ma'am/ Sir:

Greetings of peace!

I am writing this letter to show my utmost interest in applying as Administrative Aide (Clerk) in your reputable school.

I am Marivic M. Tabat, 35 years of age from Pomponan, Baybay City, Leyte. I took up Bachelor in Elementary Education and graduated last March 2019. Luckily, I was able to pass the Licensure Examination for Teachers last December 2019 obtained a grade of 83.44%.

I worked at CIEC an ESL school for only two months due to the pandemic. I had also taught last year but, because of financial problems, I decided to went home. I know that I don't have enough experience being a clerk yet, I'm willing to do research and undergo training to become an efficient and effective employee in your department.

Thank you for considering my application. I hope that I will be given a chance to work in your school.

Sincerely yours,
Marivic M. Tabat