

# Alvie Mae E. Marinay



alvie.marinay@vsu.edu.ph



09382759885



Brgy. Gaas, Baybay City, Leyte

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**HONEY SOFIA V. COLIS**

Director

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Honey,

I'm writing to apply for the Administrative Aide III (Casual) opening at VSU Jobs. I am currently at the University Registrar working for more than a year as a JO but was previously teaching in a private institution for five years, specifically two (2) years at Junior High School and three (3) years at College Department.

I am willing to be trained and open to new tasks and responsibilities. It would be of greater help in widening my career.

It would be a great privilege to hear from you. I am available in the contact details seen above and will be looking forward for your notification.

Godspeed!

Sincerely,

ALVIE MAE E. MARINAY