

August 29, 2025

CRISLIN B. CRUZ-CORTEZ
Director, Business and Resource Generation Office
Visayas State University
Visca, Baybay City, Leyte

Dear Mrs. Cortez,

I am writing you this letter to express my willingness to apply for the Administrative Aide VI position. I was excited to see how well my experience aligns with your needs and position requirements.

The experiences I have acquired, the skills and potential I have developed, and the knowledge I gained for the past 4 years in the Accounting Office have helped me a lot to continue my service and to work effectively and efficiently.

If given the opportunity in the pursuit of this new endeavor, this would be of great help to achieve my goals and aspirations, as well as a good platform to continue showcase the quality work I could offer for the continual improvement and development not just in the Office but also for the institution as a whole.

Please consider my attached resume and PDS for additional details regarding my qualifications.

Sincerely,

Ian F. Godoy