

February 25, 2021

**DR. MAGDALENE C. UNAJOAN**

Director

Department of Computer Science and Technology

Visayas State University

ViSCA, Baybay City, Leyte

Ma'am:

Good day!

I am taking this opportunity to apply for the Administrative Aide IV (Clerk II) position at the Department of Computer Science and Technology, Visayas State University-Main Campus.

I graduated from this University with a Bachelor of Science in Agribusiness and currently pursuing my Master's Degree in Management major in Agribusiness Management. After graduation, I took and passed the VSU clerical exam and was assigned to the Department of Teacher Education. Last August 2019, I passed the Civil Service Exam (Professional). I am designated as the Deputy Document and Records Controller (dDRC) of the Department of Teacher Education from 2019 until the present. Moreover, I have developed good communication skills with other people, especially with my colleagues and superiors.

The combination of my strong background, education, skills, and relevant experience uniquely qualifies me for this position for which you are hiring. I am very willing to learn new skills to fulfill the duties required to perform the task at hand.

Please see my PDS for additional information, and I also included my three references. You can reach me anytime via my cell phone number, 0920-731-3902 /0926-180-3880, or via email, [julieann.orias@vsu.edu.ph](mailto:julieann.orias@vsu.edu.ph). Hoping for your positive response.

Thank you for your time and consideration.

Sincerely yours,

  
JULIE ANN ORIAS