

17 February 2021

DR. EDGARDO E. TULIN  
University President  
Visayas State University

Dear Dr. Tulin,

Greetings!

May I have the honor and privilege to submit my application for Administrative Aide III for the Office of the Head of Recruitment Selection Placement and Personnel Records. I am 26 years of age, in the best of health and with good moral standing in the community. I had finished a degree in Bachelor of Science in Agribusiness at Visayas State University and a graduating student in Master in Management major in Business Management at the same university.

With my office and field work experience, these had mold me to become a person with a high perspective towards work. And in my previous job, as a Project Development Officer in the Department of Social Welfare and Development assigned in Eastern Samar it has given me more knowledge on how to cope and interact in the field area. It is my earnest desire and passion to continue to develop my skills in interacting with people while creating a challenging and fun environment. I am also willing to work on weekends and holidays, if necessary.

In addition to that I already have my Career Service Professional Eligibility and Passed the Clerical Exam of the university.

Hereto attached is my Personal Data Sheet and other pertinent documents for your perusal. Thank you for considering my application. I would appreciate the opportunity to be interviewed and look forward to hearing from you in the near future. God Bless!

Respectfully yours,

  
**NORBERT JOHN O. VILLAS**  
Applicant