

**Human Resource Office
Visayas State University
Baybay City Leyte**

TO WHOM IT MAY CONCERN:

Peace be with you!

I've read about your post about the hiring of ADMINISTRATIVE AIDE IV (Clerk II) and I am more than willing to apply as I believed I do have the holistic skills needed for the work.

I would welcome the opportunity to speak with you about your good office and how I can become part of it. I can be reached at 09771392192 or 09704557245. I will be available for any interview at the time most convenient to you.

May the good Lord bless you always.
Thank you.

Very respectfully,

RUSTY V. BAUTISTA