

## APPLICATION LETTER

Dear Maam/ Sir,

I would like to to apply for the position of Administrative Clerk in your good office. I am currently employed in **College of Nursing**, I work also as AdDRC in **Department of Agribusiness and Management** in Visayas State University I saw on the VSU HRIS page that still hiring, so I immediately sent on it on. I graduated Bachelor of Science in Agriculture Major in *Pomology* at the Visayas State University last June, 2018, Bachelor of Education supplemental with 21 units at FCIC.

My experience and educational background have aided me in acquiring said knowledge and skills. I am very desperate to get this job since I am residing nearby and this job will finance my family's needs.

Further examples of my skills and achievements are outlined on the attached document. I will grab every opportunity to learn more.

Attached is my resume for your perusal. I can be reached anytime via email at [charita.barbosa@vsu.edu.ph](mailto:charita.barbosa@vsu.edu.ph) or my cellphone number: 09515124794.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Very respectfully yours,

CHARITA D. BARBOSA