

Visayas State University
Pangasugan, City of Baybay, 6521 Leyte

Dear Ma'am/Sir:

Good day!

I am writing to express my interest in applying for the position of Administrative Aide VI (Clerk III). As a Bachelor of Science in Agriculture graduate, I am very much willing to widen my knowledge and further improve my skills while being able to serve the university. Please find attached my resume for your kind consideration.

I am SALOME M. BORELA, a Bachelor of Science in Agriculture graduate, major in Animal Science, from Visayas State University – Main Campus and I just recently passed the ALE board examination. Though my academic background is not exactly aligned with the position, I am willing to undergo training and learn new skills to better perform the responsibilities required. I am hardworking, flexible, and determined to be a valuable member of your growing university.

I hope you will consider my application. Should you require additional information, I would be glad to come into your office for an interview at your most convenient time.

Thank you and God Bless!

Sincerely yours,


SALOME M. BORELA
Applicant