



April 19, 2021

REMBERTO A. PATINDOL

Vice President for Administration and Finance

Chairman, NAPB

VSU, Baybay City, Leyte

THRU: **JENNIFER E. ANDO**
OIC Head, RSPPRO
Visayas State University

Dear Dr. Patindol:

I am writing to your good office to express my sincere desire and interest in applying for the casual position in this institution. I am Jeah Mae C. Ebero, 22 years of age. I graduated of Bachelor of Science in Agribusiness at Visayas State University. I have already passed the VSU clerical Examination held last March 2020. In July 2020, I was hired and assigned to the VSU accounting office as a Job Order worker until the present.

I am a hardworking and honest individual. I am a quick learner and good at multitasking. I can assure you that I am a hardworking person and I like to complete my tasks efficiently. I believe, with the knowledge I have gained through education and learnings I have and the experience I have gathered, I can be of great help in delivering excellent and adequate services offered by the university through accounting office.

I am looking forward that Visayas State University will help me attain my goals in life.

Thank you for taking the time to consider my application.

Truly yours,


JEAH MAE C. EBERO

Applicant