

28 November 2023

DANIEL LESLIE S. TAN

Vice President for Administrative & Finance
Office of the Vice President for Administration & Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Good day!

I am humbly writing this letter to apply for the position of Admin Aide VI in the Agency as posted on the VSU Jobs website.

I graduated last December 2019 with the degree of Bachelor of Elementary Education from Visayas State University (VSU), Baybay City, Leyte. I've been working as Clerk in our institution as Job Order Personnel since January 2021.

I am confident that the skills and experience I have gained in my current position will qualify me for consideration. I look forward to discussing more of my qualifications in detail with you. Should you need to reach me, please feel free to call/text me at 0938-007-4528. I have also attached my Personal Data Sheet, Transcript of Records, and other necessary documents for your evaluation.

Thank you for taking the time to consider this application.

Sincerely,

MARY JOY P. ISRAEL

Applicant