

Dr. Prose Ivy G. Yepes
President
Visayas State University
September 2, 2025

Thru: Honey Sofia V. Colis
Head, RSPPRO

Dear Dr. Yepes,

I am writing to formally express my interest in the position of *Administrative Aide III*, as advertised by your good office. With over fifteen (15) years of continuous service at the Office of the Vice President for Administration and Finance (OVPAF), I believe that my professional background, dedication, and experience have equipped me with the skills and discipline necessary to contribute effectively to the role.

I am **Lemuel T. Llano**, 36 years old, married, and a resident of Brgy. Pangasugan, Baybay City, Leyte. Throughout my years of government service, I have developed a strong work ethic, adaptability, and a deep sense of responsibility in fulfilling my assigned duties. I am eager to enhance my knowledge and competencies further, and I am willing to undergo any training required to perform the responsibilities of the position with excellence.

Enclosed herewith is my résumé for your review and consideration. I would be grateful for the opportunity to further discuss my qualifications in an interview at a time most convenient for you.

Thank you very much for your attention to this application.

Respectfully yours,

Lemuel T. Llano