

January 10, 2024

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Yepes:

Greetings!

I am Joana Lin C. Sy and would like to apply for the Administrative Aide VI position. As a highly competent person, I would bring a service-focused and hard-working attitude to this role. I am a strong and able worker looking to fill the vacant position at this institution. I obtained my Bachelor of Science in Hotel, Restaurant, and Tourism Management (BSHRTM) degree at Visayas State University and passed the Civil Service Professional Career Examination last August 04, 2019.

I am currently working as Administrative Aide III (Clerk) at the Supply and Property Office (SPO) VSU main campus. Having been employed for one (1) year and six (6) months at the Supply and Property Office, I do believe I have earned experience and have been able to contribute to innovations in the department. Multi-tasking became the common denominator of my past jobs. Hence, I know I could manage any available position that suits my qualifications if given a chance

Lastly, I'd be grateful if you could give me some time to discuss further my abilities and skills. You can reach me through my mobile number 0939-343-9199 and email address, joana.sy@vsu.edu.ph.

Thank you and God Bless

Very respectfully yours,

Joana Lin C. Sy

Applicant