

September 2, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Being motivated to start with a new dimension in my career, I would like to apply for ADMINISTRATIVE AIDE III POSITION at the Visayas State University. I am Lindon M. Fernandez, 29 years old, single and a graduate of **Bachelor of Science in Hotel, Restaurant and Tourism Management** from the Visayas State University (VSU) last April 10, 2012.

I believe that I shall have greater opportunity to apply my knowledge and further develop my skills, confidence, and capabilities if given the chance to render my service with you and I promise to strive to be an asset in your company.

Moreover, I am computer literate, clerical exam passer and 4 years clerical experience at Supply & Property Management Office, which I believe would be a great help for the position.

Herewith, I am pleased to attach my Resume outlining my skills and personal details.

I am fervently hoping that this application letter merits your attention and I am looking forward to be part in your company.

Thank you very much and I am hoping for your kind consideration.

Sincerely yours,


LINDON M. FERNANDEZ