

15 August 2023,

Santiago T. Pena JR

College Dean of Veterinary Medicine.

Visayas State University

Visca, Baybay City Leyte

Dear Sr.,

Good day,

I am currently looking for a job when I was informed that your firm has hiring, and I am interested in applying for the position of the Administrative Aide III. I am confident that my skill and experience in my studies could make a great contribution in your firm.

I am a graduate in Bachelor of Science in Agriculture major in Agronomy in 2020. I have worked briefly as Farmer Worker in the Verol Eco Farm in Naval Biliran. I completed my Tesda Agricultural Crop Production NC11. I finished my contacts at Philippine Fiber Industry Authority (Philfida) as an enumerator.

I would appreciate the opportunity to discuss my qualifications for any vacant position in greater detail with you in a person at your earliest convenience. I am looking forward for your positive response at your own convenient time.

Sincerity,

JOHN ALDRICK C. AGRAVANTE

Applicant

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