

# DENISE N. LUMBA

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**MANOLO B. LORETO JR.**

Dean  
Office of the Dean of Students  
Visayas State University  
Visca, Baybay City, Leyte

Dear Mr. Manolo B. Loreto,

Good Day Sir! I saw your posting on Jobstreet application that you are hiring for Administrative Officer I. I am very interested in applying for the position. I know that I will be a great addition to your department.

Please take time to review my resume because I strongly believe that I am a good fit for your good office. I have worked as a registration kit operator for Philippine National I.d in Inopacan Leyte for 7 months. I have also worked in Dswd Listahanan before as an Area Supervisor.

You may notice a gap in my employment while reviewing my resume. During this period, I elected to take a leave from the workforce in order to take eligibility exams that are valuable to my professional growth, and I am eager to enter the professional sphere and apply my newfound qualifications and knowledge to the job.

I am very excited by this career opportunity and am interested in meeting with you to discuss further.

Thank you for your time and consideration.

Sincerely,  
DENISE NARIDO- LUMBA