

Fe Daphney C. Ramos
#27 Airstrip Rd., LIDE Staff Housing
Isabel, Leyte

November 03, 2020

Dr. Luzviminda A. Tajos
Chancellor
Visayas State University-Isabel
Inavs, Marvel, Isabel, Leyte

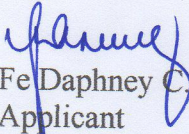
Dear Ma'am:

I am writing this letter to apply for the position of Administrative Officer III here in our campus. I have been with this University for almost ten years now as an Administrative Officer I (Cashier I) and I am confident that I have served my position well and that my credentials as well as my experience here with you is already enough for me to qualify as a strong candidate for the said position.

I have no problem with my present position and is enjoying my work together with my officemates, but the growing needs of my family is the main reason that is pushing me to apply for a higher position with a higher pay. This University is very dear to my heart because it is here where my parents meet and worked for how many years providing food and needs to our family ever since we are born. That is why, I will really grab any opportunity to grow professionally without leaving this University.

I would love to come or an interview at your most convenient time. You can contact me through my email add fdaffodil05@gmail.com or call me on my mobile number 09190020951. Thank you for your time, and I look forward to hearing from you soon.

Sincerely yours,


Fe Daphney C. Ramos
Applicant