

Visayas State University

Office of the Director for Human Resource Management

Dear Ma'am and Sir,

Good day!

I am Arra Mae B. Gamboa, a graduate of Senior High School at Baybay City Senior High School and writing to express my interest in applying for the position of Administrative Aide IV. I am willing to work once the proper evaluation has been done. I'm willing to be interviewed at any time of the day.

I have attached documents, diploma and resume for your reference and evaluation.

If given a chance to be part of your organization, I'll be more than glad to start as soon as possible. I believe I have the characteristics of the employee you've been looking for. I am professional in any way I can be, can work with minimal supervision and can adapt easily to a new environment.

Looking forward to hearing on any feedback regarding my application.

Thank you and have a great day!