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September 23, 2021

JOEL Q. MABALHIN

Head
Department of Teacher Education
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Mabalhin

I've long had a strong fascination working in my Dear Alma Mater. When I saw the job ad ADMINISTRATIVE AIDE IV POSITION, I knew I had to apply. I know my Educational Background may not be fit to the job I'm applying but I am more than willing to learn if ever I will be given a chance to hired. There is no difficult job if you will be responsible and willing to learn.

Inside the job advertisement, it states that you seek someone with an Exemplifying Integrity and Professionalism, Delivering Service Excellence, Communication Savvy, Interpersonal relationship management, Change Adaptation, Gender-responsive management I know that I will be capable of all the mentioned qualities. I am a hardworking individual in quest of self-growth in everything I do.

It would be an honor and a privilege for me to become the next administrative assistant.
Thank you and God bless...

Sincerely,

Leia Mae C. Baugbog

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