

July 5, 2024

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Baybay City, Leyte

DR. SHALOM GRACE C. SUGANO

Principal

VSU Integrated High School

Visayas State University

ViSCA, Baybay City, Leyte

Dr. Sugano:

Greetings of peace!

I have read a post from the VSU Integrated High School Facebook page the you are looking for an Administrative Aide I. I am a graduate of Bachelor of Culture and Arts Education (BCAEd) from Visayas State University who has the passion, experience, and willingness to serve the institute, the students, and the university as a whole. Hence, I am willing to apply for the said position.

I believe that my values, passion and advocacies will be fitting in your institution in achieving your vision and mission in the delivery of quality education.

If it appears that I can provide the kind of help required by the institution, please send me an email or contact me on my personal number on the resume I provided.

I am hoping for your kind consideration on my application. Thank you!

Yours truly,

NESCEL M. YGOT

Applicant