

DR. EDGARDO E. TULIN
University President
Visayas State University
Visca, Baybay City, Leyte

Through: DR. DANIEL LESLIE S. TAN
VP for Admin and Finance/ Chairman, NAPB
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

I am Flora May Itable, a graduate of this school (VSU). I am a licensed teacher and am currently looking for a job. I heard that you are looking for an administrative assistant, and with that, I want to apply for that position. You may see in my resume that I have some work experience, though most of it was related to teaching, but I know that it will help me become an active administrative assistant. I believe that everything can be learned through persistence and determination. Through my experiences, I know that I can work effectively when it comes to clerical and organizational tasks. In addition, it will be a great privilege for me to serve my former university. I hope that you will take some time at your convenience to read my resume along with this application letter. If you think I meet the qualifications you need, I am very willing to come for an interview at your most convenient time.

I am so grateful, and I'm hoping for your favorable response. God bless you, and more power to you.

Respectfully yours,

Flora May I. Nopal