

February 17, 2021

LOURDES B. CANO

Director, ODAHRD

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Cano:

Greetings!

I am an Accountancy and Accounting Technology graduate of Saint Paul School of Professional Studies with 1 year and 3 months of work experience gained from some of the Philippines' reputable private and government firms. I am also a Civil Service Professional Eligible.

I write to express my sincere interest to work as an Administrative Aide III at Visayas State University, as posted in the university's official website. This position would enable me to make full use of my administrative and organizational skills. I adhere to proper work ethics and can interact with people across all levels of the organizational structure effectively. I believe I can be an asset to the university. VSU has been very close to my heart because I finished high school at VSU Laboratory High School.

My resume and curriculum vitae show my overall experience and expertise. I would welcome the opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those. Please phone me at 09369536869 or you may email me at stephenmontes012345@gmail.com.

Thank you and stay safe.

Truly yours,



DIANA T. MONTES