

Human Resource Department
Visayas State University
VSU, Baybay City, Leyte, Philippines 6521

Dear Mam / Sir:

Good day! I am Christopher John Sta Iglesia, legal age, married; and a resident of 446 Brgy. Kilim, Baybay City, Leyte, Philippines 6521.

Currently, I am working as a JO (Job Order) employee for the Admin Aide III for the Accounting Department of Visayas State University for some years now.

I have this eagerness in applying as an ADMINISTRATIVE ASSISTANT II (Clerk IV) Position, for the Office of the President. It is an advantageous for me as I got familiar with office administration task.

At the same time, facing day to day errands gives me the courage to do the job better.

I am looking forward to hear from you for an interview.

Thank You and God bless.

Sincerely,



CHRISTOPHER JOHN STA.IGLESIA
446 Brgy. Kilim, Baybay City, Leyte | 639950277192
christopher.staiglesia@vsu.edu.ph