

G/F Administration Building  
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September 23, 2021

**MAGDALENE C. UNAJan**

Head  
Department of Computer Science and Technology  
Visayas State University  
Visca, Baybay City, Leyte

Dear Miss Lilian,

I've long had a strong fascination working in my Dear Alma Mater. When I saw the job ad Administrative Aide III Position at Department of Computer Science and Technology, 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 Aide.  
Thank you and God bless...

Sincerely,

Leia Mae C. Baugbog

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