

CHRISTINA A. GABRILLO

Director

Department of Development Communication

Visayas State University

ViSCA, Baybay City, Leyte

Dearest Ma'am Gabrillo,

Warmest Greetings!

I would like to express my interest in applying for ADMINISTRATIVE AIDE III (Clerk I) in your good office that would commensurate my skills and capabilities.

I am an Agribusiness Management graduate from the Eastern Samar State University-Salcedo Campus. As such, I've become equipped with the necessary knowledge that comes with most positions available in this reputable sector such as Financial Literacy, Statistics, Business Laws, , Economics, agribusiness research methods, entrepreneurship, and strategic management to name a few. This job would be a perfect opportunity for me to gain new experience and at the same time prove my worth.

Furthermore, my active participation in academic and extracurricular activities helped me very well in the improvement of my communication and leadership skills which are essential in socialization.

Also, I am a licensed Professional Agriculturist as proclaimed by the Professional Regulation Commission (PRC).

Please review my attached credentials for additional details regarding my qualifications. Thank you for taking time to review my application and I am looking forward for your reply.

Sincerely yours,

ALJON A. OGALE

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