

October 19, 2024

DR. CHRISTINA A. GABRILLO
Station Manager
DYDC FM
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Dear Dr. Gabrillo:

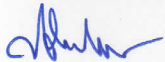
A pleasant day mam!

I wish to apply for an Administrative Assistant V position. I am confident that the skills I developed in previous positions have prepared me for this opportunity in your department especially the core and functional competencies. I think as a communication technical skills can be learned/developed thru trainings and seminar and believe I can make it thru learning by doing by the expertise in your good office.

In this regard, I am forever grateful for your positive response.

Thank you and best regards.

Very truly yours,



NORIETA B. BUSTILLO
Admin. Asst. III