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Dear Sir/ Maam:

Good Day!

I am writing this letter to apply for the position of Administrative Aide I, I came to know about the opening through the VSU portal. I am confident that my skills and experience could make a great contribution in your firm. I am also willing to do extra work that you will give to gain more experience

I have attached my updated resume for your review. Please let me know if you need additional details.

Thank you for your consideration.

Respectively yours,

Ceriaco A. Barcos