

January 5, 2021

Officer-in-Charge  
Director for Admin & Human Resource Devt. Office  
Visayas State University  
Baybay City

Dear Ma'am/Sir:

I am writing to show keen interest on Administrative Aide III position. I am graduate of B.S. in Statistics in Eastern Visayas State University for the school year 2014-2015. I also have earned 6 units in Master in Public Resource Management furthermore I enrolled myself in B.S. in Education-Supplemental and to God's grace I earned my licensed last year November 2019 and I'm proudly say that I am now a Licensed Professional Teacher with a rating of 78.20.

I am an active person and capable to tackle tasks and assignments given to me before time. I consider my attitude towards my works is sincere and I really take my job in first line. Previously, I worked in Government as Job-order and I have learned a lot in my professional field and I want to grow more and use my skills and knowledge to help our community. My competence and talent makes me able to adjust in any field. I can work with any department and keeping my eagerness to learn more makes me good contender as part of your good office.

You can contact me in my phone number 09665318286 any time. Attached with this letter is my pertinent papers. Thank you.

Sincerely yours,

MENALYN E. FABELLA