

October 25, 2024

PROSE IVY G. YEPES

President, Office of the President
VSU, Baybay City, Leyte

Ma'am:

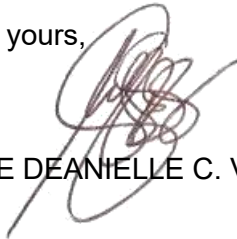
Herewith I send an application letter, resume and credentials.

I am writing to express my interest for Administrative Assistant II position at Visayas State University - Office of the President. Although my degree is in Bachelor of Science in Medical Biology, I am eager to transition into the administrative field. I graduated with flying colors and am proud to be a first-time passer of the Civil Service Examination and certified as an Honor Graduate Eligible by the Civil Service Commission. I also composed of the following competencies indicated and I can work under pressure—which are essential for an administrative role.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your office. Please feel free to contact me at your convenience.

Sincerely yours,

MA. KATE DEANIELLE C. VALDEO
Applicant

A handwritten signature in dark ink, appearing to read 'KATE VALDEO', is written over the printed name and title of the applicant.