

Febie Allyssa C. Badilla
Purok 4, Bliss Bagong Buhay, Ormoc city, Leyte
0966364308
October 15, 2020

MRS. CHRISTINA A. GABRILLO
DIRECTOR
DEPARTMENT OF DEVELOPMENT COMMUNICATION
VISAYAS STATE UNIVERSITY
ViSCA, BAYBAY CITY LEYTE

Director Christina A. Gabrillo:

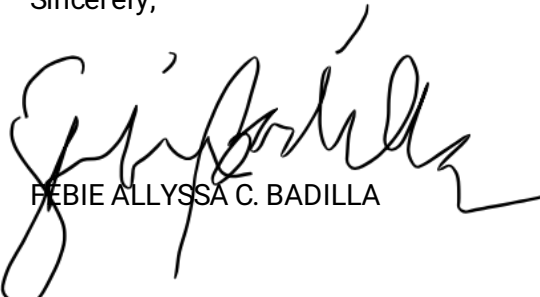
With reference to your announcement that was posted on jobs.vsu.edu.ph, I wish to apply for the job **ADMINISTRATIVE AIDE III POSITION (CLERK I)** on your good office. I graduated as Bachelor of Animal Science in Visayas State University- main campus in School Year 2019. I also worked as Medical Sales Representative for one year.

I believe that I have the necessary skills and abilities for this job. I am organized, resourceful, personable and a fast-learner. I am aware of the high standards your school maintains and if given a chance to be hired, I am willing to learn and do my best to perform all my duties and responsibilities well.

I am attaching all the necessary documents for your perusal. I hope to receive a positive response from your end. I am available for interview weekdays from 8:00am to 11:00am. Please contact me thru my email: febieallyssa@gmail.com or my phone number 0966364308.

May God bless you and More Power!

Sincerely,



FEBIE ALLYSSA C. BADILLA



