

July 17, 2020

LOURDES B. CANO

Director ODAHRD

job.vsu.edu.ph

Dear Ma'am

Greetings!

I saw in the Civil Service Commission website that you are in need of an ADMINISTRATIVE AIDE IV. Ma'am, I'm writing this letter to express my willingness to apply to the said position and I also want to be a part of your team where I can use all my skills and knowledge and further improve it and also contribute professionally and to realize my potential through initiative and hard work in a competitive environment, thereby improve my career prospects.

I believe I meet the quality of an employee you are wanted I have exceptional attention to detail and great communication skills. I am also quick to solve problems, which helps me handle customer issues with ease. These strengths will help me to build relationships and maintain the client satisfaction.

For your further consideration, I'm currently residing at Brgy. Balugo, Albura, Leyte and obtained my Bachelor's Degree in **Agriculture major in Agricultural Economics from Visayas State University**. As a graduate in this course, I have already acquainted myself with skills that would enable me to blend into the organizations. My internship in my school provided me some experience on establishing and implementing leadership. I also willing to learn and expand my knowledge in agricultural economics in your organization.

Apart from being a proactive learner, I was actively involved in extra-curricular activities inside and outside of the campus. I am a self-motivated professional with exceptional interpersonal and organizational skills. I am hardworking person, able to work well under pressure, creative, pleasant and convenience in dealing with people. I am proud on my

problem solving abilities with the use of initiative and persistence, and always maintain integrity and loyalty.

I have attached my credentials for your interview and this should give some idea of my educational qualifications and experience. I would like to work for you and would appreciate the opportunity to discuss the available position with you.

Thank you very much for your attention. I would be able to interview at any time. I am looking forward to hearing from you.

Yours truly,

Ana Mae C. Ebero