

December 21, 2024

JESSAMINE C. ECLEO

Director
Procurement Office
Visayas State University
Visca, Baybay City, Leyte

Ma'am:

Greetings!

I have been made aware that the Visayas State University is accepting applications for Administrative Aide VI. With that knowledge in mind, I would like to express my interest in applying for the said position.

I am Zyra Mae P. Tobio, a graduate of Bachelor of Science in Hotel and Restaurant Management at Leyte Normal University S.Y. 2018. I am 27 years old, single, and currently residing at Poblacion District IV La Paz, Leyte.

In relation to this, I am currently an Administrative Support Staff of Cabadiangan Elementary School of La Paz II District. Although I am still a work in progress, I assure you that I am eager to learn and contribute to the team. I am a fast learner and I like to challenge myself, so I am confident that I can quickly pick up the necessary skills and knowledge to be successful in this role.

Thank you very much for your time and consideration. I hope to hear your positive response soon.

Respectfully yours,



ZYRA MAE P. TOBIO

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