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DR. DANIEL LESLIE S. TAN
Vice President for Administration and Finance
NAPB Chairman

Dear Sir Tan,

Re: Administrative Assistant (AdAs) II position

I am writing to apply for the position of AdAs II at Budget Office, VSU, which I found in the VSU HRIS website.

Even though currently I am still 7 months in the budget office, but before, I serve in the budget office from 10/01/2013 to 2/29/2016 as job order. I can easily adopt in the new background and job given to me. I also have a good work ethics and see to it that the job given to me will be delivered efficiently and effectively. Recently, I attended the Employee Skill Enhancement: A Supervisory Development Seminar, which adds to my knowledge in leading people.

My resume is attached to support my application. It includes the skills I believe you are looking for, such as:

- Recently, I attended the GACPA: 4th Annual National Convention and Seminars, financial management training.
- I have relevant experience on actual government procurement process which is one of the important skills.

I would like to know more about this job opportunity and talk about how my experience can benefit the office,

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,


ERLY S. ESGUERRA