

January 15, 2023

ELSIE E. SALAMAT

Head

Office of the Head of Alumni and Community Relations

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

I am expressing my interest in applying for the Administrative Assistant II (Clerk IV) position. I hope that you will consider me, and I believe I am a hardworking and easy-to-be-taught person. I worked for twelve (12) years as a Clerk at the College of Nursing until the present.

If given a chance to be a part of your team, it would be a pleasure to work with you and be an asset.

Attached is my resume for your perusal. Should you need more firsthand information you can contact me through my mobile phone no. 0917-7123-733.

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

Very truly yours,



Jannet Leslie Evelyn S. Codog