

August 11, 2023

Good day, ma'am/sir!

I am Angelica Joyce P. Alpeche. I would like to apply for a position as an Administrative Aide that has posted in website. I was excited and interested in this position, I have strong communication, customer service and administrative skills.

I earned my Bachelor of Physical Education degree at Visayas State University. I have just graduated last August 3, 2023. With this, our batch's TOR is yet to be released by the university. As a recent graduate at university, during my studies, I have relevant internship and achievements. I am eager to apply my skills and knowledge where I can make meaningful contribution, combined with my friendly attitude and attention to detail make me an ideal candidate for this position.

I would love to have the opportunity to the team and use my skills to create an efficient and stress-free environment. I believe that I can meet and exceed the expectations that you have in this role. I have attached my curriculum vitae, resume, diploma, and my personal data sheet. As mentioned, my TOR is still being processed by the university.

Thank you for taking the time to review my application. I look forward to your positive response.

Respectfully,

Angelica Joyce P. Alpeche

Graduate of Bachelor of Physical Education