

January 23, 2021

Lourdes B. Cano
Director, ODAS/HRM
Visayas State University
Baybay City, Leyte

Dear Ma'am,

I am writing this letter to apply for the position of **Administrative Aide VI**. As requested, I enclose a completed Personal Data Sheet, my certification, my resume, and three references.

The role is very appealing to me, and I believe that my strong technical and operational experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position includes:

- I strive continually for excellence.
- I provide exceptional contributions to customer service for all applicants.
- I can perform all the duties and tasks very well in due time

With a BS degree in Agribusiness (Cum Laude), I have a comprehensive understanding of the full lifecycle of an Administrative Aide. I also have experience in supervising the overall operation as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at michedagwan@gmail.com or by cell phone, 09380041118.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Michelle Serato Dagwan