

Good Day! I am writing this to express my genuine interest in the Administrative Aide III position currently open at Visayas State University and to offer you my services in that capacity. Thanks to good communication, a strong teamwork ethic and my previous employer's leadership, I was able to perform my roles and responsibilities as an employee and I've learned valuable knowledge. I am ready for new challenges and responsibilities that will help me develop my skill set and career goals.

However ,for eligibility I don't have one yet, but I am planning on taking the Civil Service exam once it is resumed & is scheduled. I appreciate the time you've invested in considering my application, and I look forward to hearing from you. Below is the attached documents for my application. Thank you for your time and consideration.