

NICK FREDDY R. BELLO
OIC-HEAD
Accounting Office
Visayas State University
Visca, Baybay City, Leyte

Rachelle Ann A. Barbosa
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Dear Sir,

A pleasant day to you!

I am writing to express my interest for the position of Administrative Assistant II in your good office.

Having recently obtained my Bachelor's Degree in Agriculture major in Plant Protection in the Visayas State University (VSU), I believe I am equipped with the necessary knowledge and skills for the said position.

I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, please contact me using the above information.

Thank you and God bless.

Respectfully yours,

RACHELLE ANN. BARBOSA
Applicant