

June 27, 2024

Queenie Joy Gayle C. Alburo  
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To:

PROSE IVY G. YEPES, PhD  
University President  
VSU, Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS  
Director, HRMO  
VSU, Baybay City, Leyte

Dear Ma'am,

Good Day!

I am Queenie Joy Gayle C. Alburo, a graduate of BS in Biology in University of Southeastern Philippines (Davao City) and a Civil Service Exam - Professional passer. I am writing to apply as Administrative Assistant III. The opportunity presented as posted in your webpage is very interesting, and I believe that my academic training and experiences would qualify me for the vacant position. The enclosed documents (Personal Data Sheet, Work Experience Sheet, TOR, and Training Certificates) provide an overview of my education and experiences. I would like to meet with you at your convenience to discuss my qualifications for this position.

Thank you for taking the time to consider this application and I look forward to hear from you in the near future. May God bless you all.

Sincerely,



QUEENIE JOY GAYLE C. ALBURO