

## APPLICATION LETTER

Loremie Orcia  
 Baybay Leyte

09473973012  
[orcialoremie@gmail.com](mailto:orcialoremie@gmail.com)

**VICENTE A. GILOS**

Chief, University Learning Commons (Library)  
Visayas State University  
Visca, Baybay City, Leyte

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Dear Sir/Ma'am,

I am writing to express my keen interest in the open position Administrative Assistant I in your good office. I am confident that my skills could make a great contributions in your firm. I am also willing to do extra work that you will give to gain more experience. I would appreciate the opportunity to discuss my qualifications for the said position.

I hold a Bachelor's Degree in Secondary Education from the Visayas State University and I am a certified LET passer in the recent concluded Licensure Examination for Teachers and is now preparing the needed documents in acquiring a PRC license.

Attached herewith are my additional requirement for your reference.

Thank you and looking forward to hear from you soon.

Sincerely yours;



**LOREMIE Y. ORCIA**  
*Applicant*