

May 2, 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University Main Campus

Baybay City, Leyte

Dear Sir,

I am writing this letter to express my intention in applying for the position of ADMINISTRATIVE ASSISTANT II (Budgeting Assistant).

In pursue of further career prospect and to widen the horizon of my experience, I am exploring possibilities of a challenging assignment in your organization. I have developed communication skills with commitment and loyalty, can work under pressure and consider myself to be honest, self-motivated, numerated, and quite adaptable with the ability to learn quickly. I assure you that given a chance I shall rise to the expectation as a Public Servant.

Please find attached CV, contents which will give you a comprehensive overview of my qualification and experience. If you consider my application suitable, I would be most happy at your earliest time to discuss the vacancy.

Thank you so much and I look forward to hearing from you soon.

Yours sincerely,

Rico Advincula Becera

APPLICANT