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March 20, 2023

MARWEN A. CASTAÑEDA  
University Registrar  
OFFICE OF THE UNIVERSITY REGISTRAR  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am Castañeda,

I graduated Cum laude with a Bachelor of Science in Development Communication from Visayas State University–Main Campus (VSU) in the class of 2022. I am delighted to know that the Office of the Head of Records and Archives is hiring, particularly for the position of Administrative Aide III. I am writing this letter to express my interest in the job role.

I strongly believe that I can transcend the responsibilities because of my great initiative in working on multiple tasks accurately and my strong passion for doing public service. My excellent communication and writing skills are also my greatest asset, which I can surely contribute to the team.

Through my passion, realization, and self-discipline approach, I can say that I can strictly abide by the policies that would help achieve the university's main goals. I really appreciate for sparing your time and attention to reading this far. I would love to hear from you regarding the details of the job position and to begin the next steps of the hiring process.

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Thank you for considering my application.

Sincerely,

Kim Christine S. Boja