

Human Resource Department
Visayas State University
VSU, Baybay City, Leyte, Philippines 6521

Dear Mam / Sir:

Good day! I am Christopher John Sta Iglesia, legal age, married; and a resident of 446 Brgy. Kilim, Baybay City, Leyte, Philippines 6521.

Currently, working as a JO Employee at Visayas State University for the Accounting Department as Admin Aide III.

My experience from my previous company and my working years here at the Accounting Office gives me ample experience to apply or upgrade higher position if given the opportunity. As, I have this eagerness in applying as an ADMINISTRATIVE AIDE VI (Clerk III) for the Procurement Office. It is an advantage for me as I got experience with procurement job before and I can contribute my negotiation skills to the suppliers if privilege is given..

In addition to that, facing day to day errands gives me the courage to do the job better.

I am looking forward for an interview once opportunity is given on my favor.

Thank You and God bless.

Sincerely,

CHRISTOPHER JOHN M. STA.IGLESIA
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