

July 8, 2024

VICENTE A. GILOS

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

Dear Sir Gilos,

Warm Greetings!

I am writing to express my interest in applying for **ADMINISTRATIVE ASSISTANT I POSITION (Bookbinder III)**, at the University Learning Commons (Library), Visayas State University, Baybay City Leyte. I want to offer myself as an employee of suitable post. I believe I am perfect fit for this position considering that I am reliable, trustworthy and detail-oriented. I organize my time and work effectively and efficiently.

Currently, I am working at the Baybay City Parole and Probation Office, for more than a year as an office staff doing administrative works, as well as assisting my supervisor and clients. I also worked as a Traffic Enforcer for 3 years maintaining the smooth flow of road traffic and assisting traffic operations like issuing appropriate tickets and penalties for traffic violators. I also had my job training at Baybay City Water District, doing and completing any basic and necessary office tasks as required by my supervisors. All of my work experiences have greatly influenced the development of my knowledge, skills and attitude towards work.

I believe that I am capable with the important tasks and responsibilities that will be given to me if given a chance to be hired in this organization and bear out my full potential.

You can contact me anytime at **09203429869** or send me an email at rodulfofelisadojr@gmail.com.

I am hoping to hear from you at your earliest convenience. Thank you.

Sincerely,



RODULFO G. BELISADO JR.
Applicant