

August 12, 2022

MARIA ROBERTA S. MIRAFLOR

Director
Office of the Head of Records and Archives
Visayas State University
Visca, Baybay City, Leyte

Dear **Director Miraflor**:

I am expressing my interest in applying for the Administrative Aide VI position. I hope that you will consider me, and I believe I am a hardworking and easy-to-be-taught person. I worked for 11 years as a Clerk at the College of Nursing until the present.

If given a chance to be a part of your team, it would be a pleasure to work with you and be an asset.

Attached is my resume for your perusal. Should you need more firsthand information you can contact me through my mobile phone no. 0917-7123-733.

Thank you very much for considering my application. I look forward to hearing from you.

Very truly yours,

Jannet Leslie Evelyn S. Codog