

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, I am working as a JO (Job Order) employee for the Admin Aide III for the Accounting Department of Visayas State University.

I have this eagerness in applying as an ADMINISTRATIVE ASSISTANT II for the SPO (Supply and Property Office). It is an advantageous for me as I got familiar with this office task from my previous company.

At the same, facing day to day errands gives me the courage to do the job better.

I am looking forward to hear from you for an interview.

Thank You and God bless.

Sincerely,

CHRISTOPHER JOHN STA.IGLESIA
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