

**ANTONIO P. ABAMO**

Director

Office of the Director for Extension

Visayas State University

Visca, Baybay City, Leyte

October 14, 2023

**Dear Mr. Antonio,**

Peace and All Good!

I am writing this letter to express my interest to work in your outstanding organization.

I took my Degree of Bachelor of Science in Business Administration at The Franciscan College of Immaculate Conception. I wish to bring my knowledge, skills, and commitment to excellence to the organization.

I was a former Station Officer at Wall Street Courier Service Inc. Baybay Branch. This job enhances my ability to manage people, data entry, filling of important reports and my attention to details. I believe that from my experiences I will be a good fit to any available positions that require this type of skills. I think it is time for me to explore and take another path for me to learn more and experience new things that will give me a chance to become a skillful employee and a better individual. The value that I've learned from my previous experiences and work will help me provide you a better service.

Thank you for taking the time to consider this application, I am looking forward to speaking with you about this opportunity.

Sincerely,

  
**Dan Efrain C. Gallego**