

July 14, 2024

Honey Sofia V. Colis  
Director, HRMO  
VSU, Visca Baybay City, Leyte  
jobs.vsu.edu.ph

Dear Ma'am,

Good day!

I am writing to express my sincere interest for the position of Administrative Assistant (Bookbinder III) in the VSU MAIN (ULC/LIBRARY) . I heard about the vacancy from the VSU facebook page so I promptly grab the opportunity to apply.

I am a self-driven professional that is interested in growing professionally, and I am certain that my background, skill set, and work ethic qualify me for the position. I received a Bachelor of Science in Agriculture from Visayas State University after completing my coursework last August 19, 2022.

I know that my previous job experience is different from the position I am applying for, but before I decided to apply, I did some research and asked some of my acquaintances about this job and I knew the workload involve in working in this industry and I still want to take on this challenge.

I've attached my resume, which further details my skills and education. And I would be happy to supply you with further details should be required. I am grateful for the time you've taken to read my application.

I look forward to hearing from you. God bless and thank you for your consideration.

Sincerely,

Grace A. Dela Peña  
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