

November 7, 2023

DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Dear Sir,

Greetings!

I saw a post on VSUHRIS that your office is in need of Administrative Assistant and I am eager to impart my skills and knowledge by being one of your work force.

My name is Carlos M. Vega, my friends call me "Kaloy" and I prefer and love to be called that way, I am a Nautical Science graduate (see attached resume) and eventually, after graduating, I became an employee of the Bright Maritime Agency in Manila in 20xx

After my employment as a sea worker of Bright Maritime Agency, I become a co-owner/ shareholder of the now defunct Bydesigns Trading in Baybay City, Leyte (see attached resume) where I also headed the financial/marketing aspect of the said establishment, and latest job is an Administrative Aide III at Supply and Property Office here in VSU Main.

Based on the knowledge I accumulated and the skills I've honed in my long employment experience, I'm certain I could greatly contribute to whatever undertakings your office may venture into and, thus, contribute to its further development.

Attached with this letter is my resume for your perusal. I am sure it will give you enough bases as to what type of job in your office I am most suited.

I am willing to undergo an interview at your favorable time and place.

Good day and more power.

Respectfully yours,

CARLOS M. VEGA