

HUMAN RESOURCE MANAGEMENT

Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am/ Sir:

I Would like to apply the position vacant ;I am currently employed in Visayas State University as Administrative Aide (Job Order Worker)since 2021 until present I saw on the HRIS Dashboard that still hiring, so I immedialety sent on it on. I graduated Bachelor of Science in Agriculture Major in Pomology at the Visayas State University last June, 2018, also have unit for Education.

My experience and educational background have aided me in acquiring said knowledge and skills. I am very desperate to get this job since I am residing nearby and this job will finance my family's needs. Further examples of my skills and achievements are outlined on the attached document. I will grab every opportunity to learn more. Attached is my resume for your perusal. I can be reached anytime via email at charitabarbosa88gmail.com or my cellphone number: 09925242028.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity

Very respectfully yours,

CHARITA D. BARBOSA