

January 6, 2021

ANALITA A. SALABAO

Director

Department of Business and Management

Visayas State University

ViSCA, Baybay City, Leyte

Dear Ma'am/Sir:

Greetings!

This is in response to the job vacancies published on the VSU jobs website page. I would like to apply for the position of **Administrative Aide VI**, and I am very interested in occupying this job.

I am Espelita V. Sio, a graduate from Visayas State University (VSU) with the degree of Bachelor of Science in Geodetic Engineering. As a student, I was able to work in many areas and gained some practical skills as provided by my program. In addition, my internship allows me to gained more experience in real-world jobs that are not only limited to my degree program.

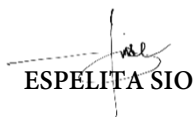
I am an organized and thorough individual with excellent computer skills and multi-tasking abilities. I am also interested in taking challenges and learning new things in different areas, responsibilities, and even stressful deadlines.

I would like to express my sincerest desire to apply in this position since I always have a keen interest in any government jobs. I assure you of my dedication and hard work, and passionate to prove myself to be in this position if given the opportunity.

Together with the cover letter, I attached herewith my resume, and certifications that provide more details about my skills.

I appreciate your time receiving my application, and it will be a pleasure for me to have a positive response. Feel free to contact me anytime at your convenience through my mobile phone number: +639457626460 or email: espelitasio8830@gmail.com. Thank you.

Sincerely,


ESPELITA SIO