

December 6, 2024

RAYMUND M. IGCASAMA

Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

I am expressing my interest in applying for the Administrative Assistant II. I hope that you will consider me, and I believe I am a hardworking and easy-to-be-taught person. If given a chance to be a part of your team, it would be a pleasure to work with you and be an asset.

Attached is my resume for your perusal. Should you need more firsthand information you can contact me through my mobile phone no. 0928-0806-514.

Thank you very much for considering my application. I look forward to hearing from you.

Very truly yours,

Jannet Leslie Evelyn S. Codog