

September 14, 2020

MS. LOURDES B. CANO

Director, ODAHRD
Visayas State University
ODAHRD, VSU, Visca
Baybay City, Leyte

Dear Ms. Cano,

I am writing to express my interest in applying for the position of **Supervising Administrative Officer (Public Relations Officer IV) – SG 22**, which is to be assigned at the VSU Manila Office at Pasay City.

Attached are the required documents detailing my credentials and qualifications.

With my 3 years of work experience with different training facets, I can state with confidence that I am going to be a dedicated asset to your organization. My specialty is learning and development, so you can be rest assured that I have sufficient people skills and I can work efficiently with a team towards organizational goals.

Furthermore, I am in my last semester for my Master's Degree in Government Management (MPA), and I have already acquired 27 units. A major emphasis of this course is placed on Public Administration, of which I will happily contribute the knowledge I gained to the organization.

I am hoping for your consideration and looking forward to speaking with you regarding this employment opportunity.

Thank you.



MARK JOSEPH BAYONA