

December 7, 2023

Aleli A. Villocino

Vice President for the Student Affairs and Services
Office of the Vice President for the Student Affairs and Services
Visayas State University
Visca, Baybay, City, Leyte

Dear Ma'am,

With respect to the advertisement for a vacant position in Office of the Vice President for the Student Affairs and Services, I would like to put forth my application for the position of **Administrative Assistant III** with Job No. **NMIELB**. I am a graduate of Bachelor in Science in Food Technology. In the course of my education, I learned technical and practical knowledge and skills in preserving and conserving varieties of food products including dairy products which I acquired it through scientific research.

When I was employed at PCC at VSU, I was able to implement and used my knowledge and skills in preserving and conserving foods and dairy products and have positive impacts on the production of milk products of the association in which I assisted, thus improved their productivity and efficiency.

Currently I am still in PCC at VSU as a Quality Control Inspector and working with the association to further improve their productivity and efficiency including their knowledge and skills in conserving and preserving dairy products. As Quality Control Inspector, I was also involved in other PCC related activities such as assisted bookkeeper in preparing documents for the attachments of payroll and sorting of documents, as well as Facilitates trainings on Proper Milk Handling and product demonstrations on Dairy Products Processing among farmers under Carabao Based Enterprise Development and Carabao-based Business Improvement Network Project.

Given an opportunity to be an Administrative Assistant III, I pledge to utilize the best of my skills and knowledge to help Office of the Vice President for the Student Affairs and Services in attaining its mandates, mission, vision, and goals. Kindly find more details of my academic record, training and job description and responsibilities in my resume and work experience sheet attached herewith. You may contact me in my mobile number 09203765655 anytime for an interview and to discuss my profile in detail.

Thank you very much for your interest in my application.

Sincerely your



Jeur N. Casio