

APRIL 02, 2024

Department of Food Science and Technology
Visayas State University
Visca Baybay City, Leyte 6521-A, Philippines

Dear ma'am and sir,

Good day!

I am writing this letter to your good office to express to you my sincere desire to apply as an administrative aide I position in your office. I am Anjohn A. Delapa, 39 years old a resident of Barangay Esperanza, Pilar Cebu.

If I given a chance to work under your good office. I will assure you that I will do my best to perform my duties and responsibilities as an administrative aide I. I am very willing to come for an interview in your most convenient time.

Very truly yours,


ANJOHN A. DELAPA
Applicant