

February 15, 2022

MARISEL A. LEORNA  
Director  
National Coconut Research Center-Visayas  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Ma'am Leoma,

I wish to apply for Administrative Aide I position in your good office. I believe that my 9 year experience as Utility/Messenger in the VSU Hospital will fit for the said position.

I am a talented person (e.g. in carpentry work) and can adapt to various situations that may occur and handle any additional assigned duties.

Thank you for your time and consideration.

Sincerely,

  
LEODEL S. IGOT  
Applicant