

October 21, 2024

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Yepes,

Good day.

I am Christine Gay B. Cala, a 27-year-old resident of Barangay Marcos, Baybay City, Leyte, and a graduate of the Bachelor of Science in Environmental Management program at Visayas State University, Visca, Baybay City, Leyte.

I recently learned that your office is seeking applicants for the position of Administrative Assistant. After thoroughly reviewing the qualifications and responsibilities required for the role, I am confident in my ability to contribute effectively to your team and would like to formally express my interest in the position.

With my academic background, knowledge, and relevant job experience, I am well-prepared to meet the demands of this role. I am eager to bring my skills and dedication to the University, should I be given the opportunity to join your esteemed office.

Please find my resume attached for your reference. I would greatly appreciate the opportunity to discuss my application further and am available for an interview at your convenience. You may contact me via email at christine.cala@vsu.edu.ph or by phone at 0961 968 1412.

Thank you for your time and consideration. I look forward to the possibility of contributing to Visayas State University.

Sincerely,



Christine Gay B. Cala
Applicant