

May 11, 2021

Sir/Madam:

Good Day!

I have seen in your webportal that Visayas State University is in need of Administration Aide VI. I am Ginefer B. Managbanag, single and a resident of Baybay City, Leyte. I graduated with a degree of Bachelor of Science in Business Administration major in Business Administration last March 17, 2017 at Franciscan College of the Immaculate Conception. I am applying for this position since it suits my qualification.

I worked with Concentrix-CVG Philippines as a Customer Service Advocate from May 29, 2017 to January 15, 2021. With this three years of experience, I am capable of handling different types of person. I know how to socialize and this is not just a training but an experienced which will also help me on the position that I am applying. I am also trustworthy and approachable individual with a good communication to cooperatively work with different kinds of people to meet their need and to promote its philosophy and goals.

It is my goal to be a compassionate, enthusiastic, and intelligent individual who will make a positive contribution to your agency. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

MS. GINEFER B. MANAGBANAG

Applicant

