

August 16, 2023

Dear HR Manager,

Good day!

I am writing this letter to apply for the position of ADMINISTRATIVE AIDE VI with job code: YDPUWO at the College of Nursing. I came to know about the opportunity from the job posting placed on the job portal, <https://jobs.vsu.edu.ph/>.

I graduated from Eastern Samar State University – Main Campus with a degree in Bachelor of Science in Information technology. I have also done my 492 hours of internship in Bureau of Internal Revenue (BIR) Revenue District Office No. 88 Tacloban City, Leyte. I believe, with the academic qualification I have and the experience I have gathered, I can be a great addition to your company. I can assure you that I am a hardworking person and I like to complete my task on time. I am also good at communication and had established good relationships in my previous companies as well as in college.

In line with this, I can attest to the fact that I can dutifully carry on the job responsibilities of the mentioned position and you would never regret your decision of considering me for the position.

Thank you for investing your time in reading this letter. I have attached my resume for have attached my resume for your perusal.

Regards,

A handwritten signature in black ink, appearing to read 'April S. Velasco', with a stylized flourish at the end.

April S. Velasco

Applicant