

8 February 2022

Ms. Alicia M. Flores

Head, Budget Office
Visayas State University

Dear **Ms. Flores**,

I am Jansel Joi C. Villas, from Baybay City, 28 years old, married, with a degree of Bachelor of Science in Statistics from the Eastern Visayas State University, Tacloban City. I am also a graduating student taking up Masters in Public Administration in the College of Maasin. I am currently connected at the Planning Office as an Administrative Aide III. Hence, I sincerely would like to apply in the said position.

Given the degree I obtained, knowledge and skills, and working experience, I have acquired a wide range of qualities that would meet the expectations for the role. I would relish the opportunity to bring this level of success to your office.

Please review my attached documents, for complete details regarding my work experience and qualifications. If you would like to get in touch to discuss my application and to arrange an interview, you can always reach me through this email janseljoi.villas@vsu.edu.ph or thru this mobile no. 09772103810.

Thank you very much for taking time to consider this application and I look forward to hearing from you soon. More power and God bless.

Respectfully yours,


JANSEL JOI C. VILLAS
Applicant