

December 13, 2023

To: Office of the Vice President for the Student Affairs and Services

I hope all is well.

Through this letter, I would like to express my sincere desire and strong interest to apply for Administrative Assistant III position. I certainly believe that to work in you is a perfect opportunity to share my knowledge and skills and to fully show my potential as a worker.

I am a Licensed Agriculturist graduated at the Visayas State University, ViSCA, Baybay City, Leyte with the degree Bachelor of Science in Agriculture major in Horticulture.

With great assurance, I can tell you that I am nice with integrity and the kind of person who is open for any circumstances, impart my skills, good communicator and hardworking. I also prioritize the satisfaction of people with my work and can easily work with the people around me.

Thank you very much for accommodating my application, and I hope to hear from you soon.

Respectfully yours,


Judy Ann I. Purca
Applicant