

February 16, 2024

Ms. HONEY SOFIA V. COLIS

Director, Human Resources Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ms Colis,

I am Grecilda F. Pabroquez, 24 years old, from Brgy. Patag Baybay City, Leyte, I'm writing to express my strong interest in the position of **Administrative Aide III**. I graduated with a degree of Bachelor of Science in Agribusiness (BSAB) on August 12, 2022 at Visayas State University.

With great willingness am applying for this position. I believe my educational background, set skill and career objective makes me a suitable for the role. I also have good command over language. I am a highly organized individual passionate about developing expertise in the area.

I will surely prove myself an excellent asset and I will be grateful if you can consider me as Administrative Aide III.

Please find attached my resume with the letter. I would be happy to discuss everything in person.

Thanks for your time.

Your sincerely,

GRECILDA F. PABROQUEZ