

MARIA TERESA A. CRUZ

Head, Internal Audit Service
Visayas State University
Visca, Baybay City, Leyte

May 13, 2024

Dear Ma'am Cruz,

Peace and All Good!

I am writing this letter to express my interest in working in your outstanding organization.

I took my Degree of Bachelor of Science in Business Administration at The Franciscan College of Immaculate Conception. I wish to bring my knowledge, skills, and commitment to excellence to the organization.

Currently, I am working as an Administrative Aid III at Visayas State University's Registrar's Office. I just passed my First Civil Service Exam on May 3, 2024.

During my working experience in a private Company, I was able to hone my skills in Managing people, data entry and filling out important reports. I believe that from my experiences I will be a good fit for any available positions that require this type of skills. I think it is time to explore and take another path for me to learn more and experience new things that will give me a chance to become a skillful employee and a better individual. The value that I've learned from my previous work experiences will help me provide you with a better service.

Thank you for taking the time to consider this application, I am looking forward to speaking with you about this opportunity.

Sincerely,



Dan Efraim Colon Gallego