JOB APPLICATION

July 11,2025

To Whom It May Concern,

Good day!

I would like to take this opportunity to submit my application letter and other documents in response to your hiring for Administrative Aide III .

I have different job experiences, which is related to customer service, handling and recording documents. I am currently working as DDRC at DAS. I graduated on September 30,2021 with the degree of Bachelor of Science in Agribusiness (BSAB) at Visayas State University.

For more information about me, I can be contacted at 09199317998 or email: jovelyn.navales@vsu.edu.ph. Thank you for considering my application . GOD BLESS.

Sincerely,

Jovelyn Alkuino-Sablas