

Date: June 3, 2023

To:
Visayas State University
Visca Baybay City, Leyte
6521 Philippines

Subject: Job application for Administrative Aide IV

Dear Mam/Sir,

I am writing expressing my interest in a vacant job position Administrative Aide IV in the university. I am interested in working of the university and would appreciate being considered as a candidate for employment.

I will be graduating this coming August of 2023 in the same university taking up the degree program of Bachelor of Science in Agriculture Major in Agricultural Extension. I am looking for a job opportunity where I can be able to work in a position where I can fully utilize my knowledge and abilities, further develop them to contribute to my own growth, and be a part of a team whose growth I can contribute to.

I will surely prove myself an excellent asset to our beloved university. I will be grateful I you consider me for any suitable position.

Sincerely,

Monica Sacmar
June 3, 2023