

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Visayas State University

Nov. 24, 2023

Sir:

I am writing to express my strong interest in the Administrative Assistant III position currently posted on jobs.vsu.edu.ph. As a graduate of Visayas State University (VSU) with a Bachelor's Degree in Computer Science (BSCS) and CSC Professional eligibility, I believe I am well qualified for the position and can offer all that you require as mentioned in your job posting.

Currently, I am working in the Management Information System (MIS) Office at Visayas State University as a Computer Operator in Job Order status. My main responsibility is to assist in the development of the Core System of Human Resource Management System.

I am excited to bring my knowledge, skills, and commitment to your company. If you have any questions or would like to discuss my qualifications further, please do not hesitate to contact me via email at jacoblumbre0110@gmail.com or by phone at +639639607611. Thank you for considering my application. I look forward to hearing from you.

Sincerely


Jacob R. Lumbre