

October 8, 2020

DR. EDGARDO E. TULIN

President

Visayas State University

VISCA, Baybay City, Leyte

Sir,

A Christian Greetings!

Believing that my dedication, competence and selfless desire to contribute to the realization of the mission and vision of the university, May I have the honor to apply for promotion from Administrative Aide VI to Administrative Assistant V position. I am applying for the position, but if training is provided on a certain job or a new job description that would not be a problem for I am a fast learner.

I am Amiel Roa Armada, 46 years old. A college graduate of Eastern Visayas State University (formerly known Leyte Institute of Technology) with a degree BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY (BSIT) major in **Automotive Mechanic**.

I have enclosed my C.V. for your review.

Your assistance and attention to this application is highly appreciated.

Thank you for your time.

Looking forward to hear from you.

Respectfully yours,

AMIEL R. ARMADA
Mobile number: 09154084809