

July 9, 2024

**DR. PROSE IVY G. YEPES**

*President*

*Visayas State University*

*Visca, Baybay City, Leyte*

**Thru:**

**VICENTE A. GILOS**

*Principal*

*VSU-Library*

*Visca, Baybay City, Leyte*

**Dear Dr. Yepes,**

Greetings!

I am writing to express my interest in the Admin. Assistant I at VSU-Library, as advertised on [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph). With my work experience, I am confident in my ability to contribute effectively to your office.

My ability to perform physically demanding tasks, coupled with my attention to detail and strong work ethic, has allowed me to maintain high standards of cleanliness and orderliness in all my previous roles. Additionally, I am skilled in time management and can efficiently prioritize tasks to meet deadlines.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and experiences align with the needs of your office. Please find my resume attached for your review.

Sincerely,



**ROMEO L. GOFREDO**

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