

30 June 2024

Dr. Elwin Jay V. Yu

Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear **Sir**,


I humbly extend my respectful greetings to you. I am writing to express my keen interest in the Administrative Assistant III (Secretary II) position that the Office of the BOR & University Secretary seeks. I am **Jansel Joi C. Villas**, a 30-year-old resident of Baybay City and a graduate with a Bachelor of Science in Statistics and a Master's in Public Administration. I am currently employed at the University Learning Commons (Library) and have been honored to serve in the Office of the Vice President for Planning, Resource Generation, and Auxiliary Services for five years.

My education, skills, and working experience have equipped me with the qualities that meet the expectations for the role. I would be honored to contribute my expertise to your esteemed office and help its continued success.

Please find my data sheet and other pertinent documents for your perusal, which contain comprehensive details of my work experience and qualifications. Should you require any further information, please do not hesitate to contact me via email at janseljoi.villas@vsu.edu.ph or through my mobile number, 09206680311, at your convenience.

I want to express my gratitude for your time and consideration. I look forward to the opportunity of serving your esteemed office.

Respectfully yours,


JANSEL JOI-C. VILLAS
Applicant