

DATE : August 18, 2023
TO : COLLEGE OF NURSING
SUBJECT : APPLICATION LETTER

Dear Sir/Ma'am,

I'm May D. Galera a graduate of Bachelor of Science in Agriculture major in Agricultural Extension last August 03, 2023 at the Visayas State University. Please consider this letter as my intent to apply as Administrative Aide IV which may find best suits my qualifications and trainings.

I'm very willing to give my utmost effort to meet your expectations and responsibly take the duties and challenges the job requires. It would be an honor to be working in a competitive and one of the best colleges at the Visayas State University. I can see that it has a lot to offer of making me professionally effective and would help me grow as an individual.

An opportunity of meeting to discuss your requirements and my talents in detail will be highly appreciated. Attach herewith is my resume for your reference. You may also contact me through this number 09706640166, anytime of the day.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely yours,

MAY D. GALERA