

August 7, 2022

MARLON M. TAMBIS

Director
Philippine Root Crops & Research Training Center
Visayas State University
Visca, Baybay City, Leyte

Sir:

Greetings of Peace and Prosperity!

This letter is to express my interest to apply for the position of **Administrative Aide IV** posted in your website. The opportunity presented in this listing is very appealing, since I am acquainted with administrative clerical works, a computer literate and has experience in documentation and filing back when I was in College.

I am 23 years old, single and a resident of Brgy. Luna, Ormoc City. I have finished my Baccalaureate Degree of Bachelor of Elementary Education at St. Peter's College of Ormoc and modesty aside, passed the Licensure Examination for Professional Teachers last December 2021.


I am very much interested to join and work in your prestigious academic institution. You will find me to be well spoken, energetic, confident and the type of person on whom the people can rely easily. In this way, I am certain I will be of the greatest benefit to VSU. If accepted I am also willing to be trained to further improve and develop new skills.

Please find my resume attached. Feel free to contact me via email or phone call if I can be of any further service.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Thank you so much and God bless you more!

Very truly yours,


ELAINE MARIE A. MAQUIMOT
Applicant