

Brgy. Pangasugan
Baybay City, Leyte
12 October 2023

Marisel A. Leorna

Director
National Coconut Research Center-Visayas
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms Leorna**,

Greetings!

I have read from social media that you are looking for an Administrative Aide VI in the VSU HRIS. This application letter you may consider for your vacant position.

I am **Maribel L. Caballero**. I am graduated Bachelor of Science in Agribusiness and currently enrolled this semester of Masters of Public Administration. I am applying for the vacant position. I have experienced working as a clerk. I am very much eager to do my job and not to waste this opportunity. My personal qualities revealed teamwork, hardworking, and passion to do tasks. I look forward to the opportunity of meeting with you and discussing my suitability for the position further. I am available for an interview at your convenience. I can be reached anytime at 09465293071 and I'm enclosing my personal data sheet for your reference

I am willing to come for an interview at your most convenient time.
Thank you and God bless!

Sincerely yours,



MARIBEL L. CABALLERO