

January 19, 2020

LOURDES B. CANO

Director

Director for Admin. & Human Resource Devt. Office Visayas State University
ViSCA, Baybay City, Leyte

Dear Mrs. Cano,

Good day! I saw from a Facebook post and Visayas State University's website that you are currently looking for an administrative aide. I am Shaira B. Manapsal, a fresh graduate of Bachelor of Science in Biotechnology in the Visayas State University and is actively looking for a job. I do have a short work experience from being a student assistant for the Department of Biotechnology, VSU's AACUP Accreditation. I am hard working and is familiar with office works and the administrative office from my past work experience. I am also willing to be trained, can work without supervision individually or within a group, well-organized and very dedicated to my work.

The Visayas State University is located at the island of Leyte in central Philippines, flanked by a high mountain range and the Camotes Sea, VSU is a leading global university in agriculture and allied fields. Its flagship campus in Baybay City is widely considered the most beautiful educational campus in the Philippines. Being able to study and to work in a prestige university is an honor since this university is known to produce competitive individuals. To work in such a beautiful environment such as VSU is more than just for a living but is the definition of "living".

I have sent my resume as well for further information. You can also contact me through my e-mail address manapsalshaira@gmail.com or my contact details 09754989970.

Thank you very much for your time.

Sincerely yours,
Shaira B. Manapsal