

January 13, 2023

ELSIE E. SALAMAT

Head

Office of the Head of Alumni and Community Relations

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Salamat,

Greetings!

With my administrative experience as Job Order-Clerk and designated as dDRC at the Regional Climate Change Research and Development Center for 6 years, I am writing to apply to the Administrative Assistant II position at the Office of the Head of Alumni and Community Relations, Visayas State University with regards to your post at jobs.vsu.edu.ph. I have a degree of Bachelor of Science in Agribusiness and I have earned units in the same institution for my master's degree in Management Major in Agribusiness Management. I am very much interested to learn and work as a clerk or an administrative Assistant II, wherein I can share my expertise and skills with others and at the same time grow as a person.

With my educational background and experiences, I am confident to take on the challenges that the Administrative Assistant II position offers. With my knowledge and skills in doing administrative and clerical tasks or jobs, I believe that I can perform well the tasks that will be given to me if I'm hired. I am enclosing my resume, transcript of records, and other supporting materials for more details that will further substantiate my education and experience.

I would like to welcome an opportunity to be part of the Office of the Head of Alumni and Community Relations as an Administrative Assistant II . Thank you so much for your valuable time and consideration, and I look forward to hearing from you soon. You can contact me at 09265986557 or email me at merlin.lebante@vsu.edu.ph or merlinlebante08@gmail.com.

Sincerely,



MERLIN R. LEBANTE