

## JOB APPLICATION

February 20, 2025

To Whom It May Concern,

Good day!

I would like to take this opportunity to submit my application letter and other documents in response to your hiring for Administrative Aide IV Position.

I have different job experiences, which is related to customer service, handling and recording documents. I am currently working as ADDRC at the Department of Animal Science since January 2023. I had graduated on September 30, 2021 with the degree of Bachelor of Science in Agribusiness (BSAB) at Visayas State University.

For more information about me, I can be contacted at 09199317998 or email: [jovelyn.navales@vsu.edu.ph](mailto:jovelyn.navales@vsu.edu.ph). Thank you for considering my application. GOD BLESS.

Sincerely,

  
**JOVELYN A. SABLAS**