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ERLINDA S. ESGUERRA
Accounting Office
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am Esguerra,

I am applying for the position of Administrative Aide III, which I saw from your website. I am very exciting to see the post as it doesn't need any work related experience and which I am very happy to learn and gain knowledge of.

I used to work as an agent from a call center company and we work behind the phone, I learned how to multitask and be efficient with my time and I had learned too to be more patient. As of now, I am helping with our small family business, a refilling station. I help my mom encode details on the computer to keep track of the business and help also with the process at the station. I am a fast learner and computer savvy.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Best Regards,

Rosemarie Vilbar

