

Leia Mae C. Baugbog
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September 29, 2020

Lourdes B. Cano
Director, ODAS/HRM
Visayas State University
Visca Baybay City Leyte

Dear Ma'am Lourdes,

I am very willing and interested in applying for Admin Aide I. I have just completed my Bachelor's Degree in Elementary Education major in General Education last June 2019 at Visayas State University Main Campus and acquire my License last December 2019.

Given my lack of experience in work experience I am very much willing to work and at the same time learn the necessary skills that needed in this field. I know in myself that I can do anything if I have the determination and courage to do so. I will engage myself in different ways in improving my skills in this field.

I am hoping that you will give me an opportunity to get the job. Thank you for considering my application. May God Bless you and more power!

Sincerely,

Leia Mae C. Baugbog
Applicant