

January 15, 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 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 Department of Biotechnology, VSU's AACUP Accreditation. I am hard working and can work on a flexible time.

The Visayas State University is a prestige university and offers quality education and I, myself, experienced such quality education. This university will help me develop into a more competitive and effective individual.

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