

July 6, 2024

HAZELLE V. ASALDO

BOR & University Secretary

Visayas State University

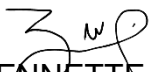
Visca, Baybay City, Leyte

Greetings!

This letter serves as my application for Administrative Aide VI position for the Visayas State University Baybay - Office of The Director for Human Resource Management. I got great professional experience mostly through work immersion in senior high school and on-the-job training in college, where I graduated from Leyte Normal University on July 8, 2023 with a degree in Bachelor of Science in Tourism Management. The job that I experienced were basic administrative tasks. It would be a privilege to be a part of this agency and I am hoping that you will consider my application.

For your reference, I've attached my documents to help you evaluate my educational background and work experiences. I am grateful for this opportunity and would like to work for this government agency if given the chance. Thank you for your kind consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'JB' or 'James Bennette', written over the printed name.

JAMES BENNETTE A. TOBILLA