

Mariana Clarice E. Jabillo
Albuera, Leyte 6542
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Dear: Sir/Ma'am

Hello and Good Day!

I am writing this letter to express my interest of Administrative Aide IV position assigned in the Visayas State University Main. I believe that the training and experience. I will acquire will broaden my knowledge and skills.

My name is Mariana Clarice E. Jabillo and I sincerely believe that I will be a good addition to your staff. I am responsible, able worker looking to fill any vacant position available in your company. I am a college graduate of Bachelor of Science in Agriculture at Visayas State University. but I am also interested, willing to be trained and learn a different duty of work.

With this application letter I attached here with my resume for your full-time consideration. You can contact me at 09186905657/09263684556. Thank you very much for your time and attention. I would be available for the interview at any time

I am hoping for your favorable feedback with this application Ma'am/Sir.

Sincerely,

JABILLO, MARIANA CLARICE E.