

Republic of the Philippines
Visayas State University
College of Veterinary Medicine
Visca, Baybay City, Leyte

August 17, 2023

HARVIE P. PORTUGALIZA
OIC, College Dean, CVM

Sir:

Greetings of peace and goodwill!

I wish to apply for an Administrative Aide III position in your reputable office. I am confident that my background skills and experience would make me a valuable addition to your administrative personnels.

I obtained my Bachelor's Degree in Agriculture at Visayas State University. My bachelor's degree is not related to an administrative position, but my four years of experience gives me a good background in administrative works and match the requirements you're looking for. Formerly, I was a secretary in Baybay Dairy Cooperative at Visayas State University Campus for four years and five months and then became a treasurer for three months. At my previous work, I have been responsible for the custody of meetings, filing and documentation of papers and all the admin-related tasks of the office. I believe that me being flexible at work and deliver my work on time with utmost accuracy are my strength of being in the administrative position.

Attached herewith are my credentials for the perusal of your office.

Thank you for taking the time to consider my application. I look forward to the opportunity of meeting with you and discussing how I can contribute to the College of Veterinary Medicine, VSU Campus.

Very truly yours,



LEAH MAE M. PAGALING
Applicant