

April 4, 2025

**MARK RYAN R. TRIPOLE**

Head

Department of Pure and Applied Chemistry  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am/Sir,

Great day!

I am humbly submitting my application letter to be part of your well-known establishment.

Please accept my letter.

I am excited to submit my application for the Administrative Aide I, Job Code IYZMBE. I am very interested in the role experience. I am hardworking, friendly, self-disciplined, responsible, and can do work under pressure. I can assure you that I can perform all the tasks that will be assigned to me, and with your help, it will broaden my knowledge and skills, which contributes to my improvement to become a competent.

I am willing to be called for an interview anytime that is convenient for you. You can contact me at 09658920489, or in my email address [mationjomar@gmail.com](mailto:mationjomar@gmail.com).

Thank you for your time and consideration.

Sincerely,



**JOMAR A. MATIOM**

Applicant