

Date: June 13, 2023

**NICK FREDDY R. BELO**

Head

Accounting

Visayas

Visca, Baybay City, Leyte

State

Office  
University

Subject: FKEICP Administrative Officer II

Dear Mam/Sir,

I am writing expressing my interest in a vacant job position as Administrative Officer II. I intent to work with Visayas state University and would appreciate being considered as a candidate for employment.

Currently I am a senior student at the same school taking up the degree program of Bachelor of Science in Agriculture major in Agricultural Extension, waiting for my upcoming graduation. At the moment I cannot provide the Diploma and the TOR since it will only be released on the day of the graduation this coming August 2023 instead I am attaching a copy of my Certified True Copy of Grades released by our registrar. I am looking for a job opportunity were I can be able to work in a position where I can fully utilize my knowledge and abilities, further develop them to contribute to my own growth, and be a part of a team whose growth I can contribute to.

I would appreciate it if you would consider my application despite all of these. I will surely prove myself an excellent asset to VSU. I will be looking forward to your call. Thank you and more power.

Sincerely,

Monica Sacmar

June 15, 2023