

JOB APPLICATION

April 8,2025

To Whom It May Concern,

Good day Ma'am and Sir!

I would like to take this opportunity to submit my application letter and other documents in response to your hiring for Administrative Aide I.

I have different job experiences, which are related to customer service, handling and recording documents. I am currently working as DDRC at DAS. I graduated on September 30,2021 with the degree of Bachelor of Science in Agribusiness (BSAB) at Visayas State University.

For more information about me, I can be contacted at 09199317998 or email: jovelyn.navales@vsu.edu.ph. Thank you for considering my application . GOD BLESS.

Sincerely,

Jovelyn A. Sablas