

13 January 2023

**EDGARDO E. TULIN**

University President  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

Greetings!

I am Jansel Joi C. Villas, residing in Baybay City, 29 years old, married, a graduate with a Bachelor of Science in Statistics degree from the Eastern Visayas State University Visca, Baybay City, Leyte, and now a graduate of the Master in Public Administration. I am currently connected in the Office of the Vice President for Planning, Resource Generation, and Auxiliary Services. I have known from a credible source that your respective office is looking for an Administrative Assistant II for the Office of . Hence, I sincerely would like to apply for the said position.

Given the degree I obtained, knowledge and skills, and working experience, I have acquired a wide range of qualities that would meet the expectations for the role. I would relish the opportunity to bring this level of success to your office.

Please review my attached documents, for complete details regarding my work experience and qualifications. If you would like to get in touch to discuss my application and arrange an interview, you can always reach me through this email [janseljoi.villas@vsu.edu.ph](mailto:janseljoi.villas@vsu.edu.ph) or thru this mobile no. 09206680311.

Thank you very much for taking the time to consider this application and I look forward to hearing from you soon. More power and God bless.

Respectfully yours,

  
**JANSEL JOI C. VILLAS**  
Applicant