

May 17, 2021

MA. RACHEL KIM L. AURE

Director

Office of the Director for Instruction and Evaluation

Visayas State University

ViSCA, Baybay City, Leyte

Dear Ma'am,

Good day.

I am writing to respond on your post about your job vacancy as an EDUCATION RESEARCH ASSISTANT I, and I would like to apply to the said position.

I have been working on administrative jobs for the past years and have engage on documentation and paper related jobs. I have been working locally and abroad so I am confident enough of my Interpersonal relationship. I am willing to be trained if necessary. I have been working almost a decade now but still willing to learned new knowledge and skills that are helpful on my interpersonal skills.

Should you be interested in my qualification and experiences, please do not hesitate to email me at lysabelle01@gmail.com or contact me at +63 09263612104.

Looking forward to hearing from you.

Sincerely yours,



Lyra T. Ventula