

Brgy. Pangasugan
Baybay City, Leyte
24 November 2023

Dr. Daniel Leslie S. Tan
OIC, University President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tan**,

Greetings!

I have read from social media that you are looking for an Administrative Assistant III in the VSU HRIS. This application letter you may consider for your vacant position.

I am **Maribel L. Caballero**. I am graduate Bachelor of Science in Agribusiness. I am applying for the vacant position. I have experienced working as a clerk. I am very much eager to do my job and not to waste this opportunity. My personal qualities revealed teamwork, hardworking, passion to do tasks and able to work without supervision. I look forward to the opportunity of meeting with you and discussing my suitability for the position further. I am available for an interview at your convenience. I can be reached anytime at 09465293071 and I'm enclosing my personal data sheet for your reference

I am willing to come for an interview at your most convenient time.
Thank you and God bless!

Sincerely yours,


MARIBEL L. CABALLERO