

July 20, 2020

LOURDES B. CANO

Director

Director for Admin. & Human Resource Devt. Office

Visayas State University

ViSCA, Baybay City, Leyte

Dear Sir:

I am writing to express my interest in applying for the position of Administrative Aide III.

Having recently obtained my Bachelor's Degree in Information Technology (BSIT) in Franciscan College of Immaculate Conception (FCIC), I wish to bring my knowledge, skills and commitment to excellence in your office

Currently, I am unemployed and I have an experience working as a JOB ORDER at the BAYBAY CITY DIVISION OFFICE. I am flexible, willing to learn new things from others and I believe that the skills and experiences that I have gained in my position makes me a great addition to your office.

If given the opportunity to prove my capability, I will give my best in carrying out the tasks and getting all the jobs accomplished.

Thank you for taking the time to consider my application. I have attached the required supporting documents. I am looking forward for your positive reply.

God bless & more power.

Respectfully Yours,

FEL STANLEY V. NOPAL

Applicant