

DR. EDGARDO E.TULIN

University School President

Office of the School President

Visayas State University - Main Campus

Visca, Baybay City, Leyte

July 21,2020

Sir:

Greetings!

I am writing to apply for the position as an admin aide III in your university. I became aware of this opportunity. I graduated at Visayas State University- main campus last 2014 with the degree of Bachelor of Secondary education major in MAPEH. I believe that I have the skills as well as enthusiasm to work in your school. Though I don't have any experience in relation to that field but I have the willingness to learn that position. I know you are seeking applicants with strong presentation and abilities. And I am confident that I have the background, attitudes with good character and abilities that you are looking for. I am a flexible person. And I have the interest to utilize my skills and knowledge in your school.

With that, I am really interested to work and be part in your school that demonstrates commitment to quality education. I would appreciate the opportunity to speak with you regarding this position. Thank you for your time and consideration. God bless and warm regards!

Respectfully yours,

FLORA MAY I. NOPAL

Applicant