

RHEA TESS B. GARCIA

Western Pob., Hilongos, Leyte | Phone: 09771103558/ 09303780165
Email: rheasset13@gmail.com

November 26, 2025

Dr. Lourdes B. Cano
Head of Human Resource Development
Visayas State University, Baybay City, Leyte

Dear Dr. Cano,

I am writing to formally express my interest for the position of Administrative Aide or any available position in your esteemed office.

I was a Registration Officer in the office of the Municipal Civil Registrar in Hilongos, Leyte year 2015, as a summer job. I obtained my Bachelor's Degree in Agriculture Major in Horticulture in Visayas State University 2016. After I graduate i was absorb and have my working experience in Harbest Agribusiness Corporation as a Marketing coordinator since year 2016 and eventually promoted as a Branch Administrator which i was responsible for performing administrative and technical task of the branch. I also provide assistance in the accounting department and perform other related functions. I am equipped with the necessary knowledge.

With that, I wish to bring all my knowledge, skills, and commitment to excellence to your department, and I am certain that i would make a valuable addition to your department. I attach here with my Personal Data Sheet (CS Form No. 212 with Work Experience Sheet) for your full consideration. Thank you for taking time to review my application and I am looking forward to your reply so that we can further discuss my application.

Thank you very much and keep safe.

Respectfully yours,


RHEA TESS B. GARCIA