

**Brgy. Candadam**  
**Baybay City, Leyte 6521-A**  
**09263937413**  
[ninocapacio1@gmail.com](mailto:ninocapacio1@gmail.com)

**February 14, 2022**

**QUEEN-EVER Y. ATUPAN**  
**Director**  
**Office of the Cashier**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

**Dear Ma'am:**

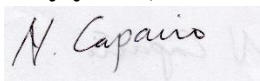
I am expressing my interest for an Administrative Officer I position in your good office. I am confident that my current experiences and skills are my great assets to execute each task assigned to me.

On April 2016, I earned a degree of Bachelor of Secondary Education (BSED) major in Biological Sciences from the Visayas State University. I had been a Part-time instructor at the VSU-Laboratory High School from June 2016 to April 2017 and passed the board exam last September 2016.

Attached is my resume for more information about my credentials.

Thank you for taking the time to consider my application. I look forward to the opportunity of discussing how I can contribute to your office and objectives. Please advise me of any additional procedure that I should follow. I can be reached at the above address or by contacting me with the above mobile number.

**Sincerely yours,**

A handwritten signature in black ink, appearing to read "N. Capacio", is written over a light blue rectangular background.

**NIÑO MARI Z. CAPACIO**