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Visayas State University

Visca Baybay City, Leyte

Agust 21,2023

Dear Manager Visayas State University:

I am Currently looking for a job when I was informed that your company has vacancies and I am interested in applying for any of your vacant positions. I am confident that my skills and experience in my studies could make a great contributions in your company. I am also willing to do extra work that you will give to gain more experience.

I would appreciate the opportunity to discuss my qualifications for any of your vacant position in greater detail with you in person at your earliest convenience. My Resume is attached for you to review.

Your Sincerely,



NAMELIE A. CAYUNDA