

June 15, 2022

Guadalupe, Baybay City, Leyte
09380041205
friedelyn.cornites@vsu.edu.ph

DR. CRISTY M. DESADES

Head
Office of the Head of the University Review Services
Visayas State University
Visca, Baybay City, Leyte

Good day,

I am sending this letter to apply for the Administrative III position in your department. I am Friedelyn D. Cornites, Bachelor of Science in Agriculture major in Plant Protection graduate.

I am self-motivated and a quick learner which helps me in becoming skilled in fields I am applied to.

I believe I have the required skills and abilities for the job. I worked as AACCUP J.O for Level IV in the Department of Pest Management and currently I worked for AACCUP in the College of Nursing. Thus, I am very confident and competent for the job available in your department.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity. You can email me at friedelyn.cornites@vsu.edu.ph or through this number 09380041205. Thank you very much!

Sincerely yours,

FRIEDELYN D. CORNITES