

November 26, 2023

Dear Sir / Ma'am,

I am writing to express my interest in the Administrative Aide VI (Clerk III) position. I am known by my colleagues in my previous student organization as someone who is passionate in learning and improving skills.

I am Visayas State University's fresh graduate. Despite the fact that I have no relevant professional experience yet related to the job, I am confident that I can offer high-quality work. I am also committed to strengthening my skills in order to provide high-quality work. I Civil Service Eligible through PD 907 but I don't have my certificate yet due to financial difficulties.

I would welcome the opportunity to discuss my qualifications further and learn more about the opportunity to join your company. Feel free to contact me anytime.

Thank you and God Bless !

Yours Truly,



PAMELA L. LEGASPI