

November 24, 2023

DR. DANIEL LESLIE S. TAN

Vice President for Administrative & Finance
Office of the Vice President for Administration & Finance
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tan**,

Good Day!

I am Christine Gay B. Cala, a resident of Brgy. Marcos, Baybay City, Leyte, 26 years old, and a graduate of Bachelor of Science in Environmental Management at Visayas State University, Visca, Baybay City, Leyte.

I recently came across the announcement that the Office of the Vice President for Administration and Finance is in search of an Administrative Assistant. After carefully considering the requirements and responsibilities of the position, I am confident in my ability to contribute effectively to your team and would like to express my sincere interest in applying.

Given my knowledge and skills, and my job experience, I am equipped with the necessary tools to meet the demands of this role. If given the opportunity, I would be honored to bring this level of accomplishment to your workplace.

Attached herein is my resume for your reference. I would be very willing to submit for an interview at your most convenient time. Please feel free to contact me through this email, christine.cala@vsu.edu.ph or through this mobile no. 09619681412.

I appreciate you taking the time to review this application, and I hope to hear from you soon.

Thank you and God bless!

Sincerely Yours,


Christine Gay B. Cala