

Brgy. San Agustin Baybay City, Leyte

February 05, 2025

JESSAMINE C. ECLEO

Head

Procurement Office

Visayas State University,

Visca, Baybay City, Leyte.

Ma'am:

Greetings of peace and excellence!

I am writing to express my keen interest in the Admin Assistant position posted on your Facebook page. My skills and experience align perfectly with the requirements outlined in the job description, and I am confident I can make a significant contribution to your team. I graduated last August 03, 2023, from college at Visayas State University (VSU), taking a Bachelor of Secondary Education major in English. In my previous role working as Administrative Support Staff (COS) at San Agustin Elementary School last April 1, 2024–December 31, 2024, I successfully ended my contract with achievements and good appreciation to the school head and teachers. This experience honed my skills in printing, editing, typing, communicating, and making paper works to be awarded by the Schools Division Office of Baybay City.

If you need any additional information about my application letter, please contact me at this cellphone number: 09658844805/09466991471 or email me: reggieababat29@gmail.com.

Thank you so much for your time and consideration!

Respectfully yours,


REGGIE B. ABABAT
Applicant