

Dr. Daniel Leslie S. Tan
Officer-In-Charge
Visayas State University

Nov. 24, 2023

Sir:

I am writing to express my interest for the position of Administrative Assistant III posted on the jobs.vsu.edu.ph page and wish to be considered as part of your good office. A graduate of Visayas State University (VSU) with a Bachelor's Degree in Computer Science (BSCS) with a CSC Professional eligibility and well qualified for the position and would offer all that you would require for the post as mentioned in your job posting.

Currently, I am working as a Computer Operator in Job Order status under the Management Information System (MIS) Office in Visayas State University. My main function is to assist in the development of the Core System of Human Resource Management System.

I wish to bring my knowledge, skills and commitment to your company. I can be reached via e-mail at jacoblumbre0110@gmail.com or mobile number: +639639607611 .

Thank you for taking the time to consider this application and I look forward to hearing from you.

Sincerely,



Jacob R. Lumbre