

June 16, 2023

VICENTE A. GILOS

Chief Librarian
University Learning Commons
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Gilos,

I wish to submit my application for the Administrative Aide I position, which I saw on the bulletin. I believe that my experience in life, education and skills set place in me to meet the challenges described in your job posting. In connection to that, I am currently an SK Kagawad at Brgy. Pangasugan, a flexible team player and can adapt to various situations that may occur and handle any additional assigned duties.

Additionally, I have worked with emergency laborer at PhilRootcrops where I strived to maintain standards for effectiveness, precisions and attendance. I am an extremely friendly and organized person.

Thank you for your time and consideration.

Sincerely yours,


Nicols Rey A. Puna