

Angelica Joyce P. Alpeche

09973208647

aangelicajoycea@gmail.com

Hilongos, Leyte 6524

October 10, 2023

Dear Maam/Sir,

I am writing to express my sincere interest in applying for a position as an Administrative Aide at National Coconut Research Center. I have excellent interpersonal and communication skills and always maintain a professional profile and demeanor while dealing with others. Thus, I believe I am well equipped for any job position in the university.

I earned my Bachelor of Physical Education degree at Visayas State University. I have just graduated last August 3, 2023. As a recent graduate at university, during my studies, I have relevant internship and achievements. I am eager to apply my skills and knowledge where I can make contribution. I am a quick learner and enjoy working in a team environment. I am excited to join a team that values innovation and growth, and I believe that I can make a meaningful contribution in Visayas State University.

If you are looking for a motivated and passionate person who is committed to the highest standards of work performance I would welcome the opportunity to meet you for an in-depth discussion. I am available for an interview at your earliest convenience, please contact me via phone or email to arrange a time and date for us to meet.

Thank you for taking the time to review my application. I look forward to your positive response and to be working with you.

Respectfully,

Angelica Joyce P. Alpeche

Applicant