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Guadalupe Baybay City Leyte

March 23, 2021

Dr. Lourdes B. Cano  
The Director of ODAHRD  
Visayas state University  
Visca, Baybay City Leyte

Dear Madam:

Greetings of Peace!

I am very interested in the Administration Aide III position that you have posted in your website. I believe that my experience, education, and skill set put me in a position to meet challenges described in your job posting. I am self-motivated and a quick learner which will help me in becoming skilled at what I have not yet had exposure to in every little time.

I have graduated from Visayas State University (VSU Main Campus) Baybay City Leyte, Last April 13 2016 with a degree of Bachelor of Science in Elementary Education. My previous experience, trained me to hone my skills and to cater different people needs and lastly, to become more adjusted and adaptive to different workplace.

For your perusal and evaluation, my resume is enclosed with this letter. It shows my overall expertise and experience in the field. I believe my experience has given me the skills to make a valuable contribution. I would welcome the opportunity to discuss my suitability with the position and comply with your other requirements.

Thank you for the time and consideration and I look forward to speaking with you soon.

Respectfully Yours,

Anzel Mae M. Caballero  
Applicant