

November 28, 2023

Dr. Aleli A. Villocino

Vice President for the Student Affairs and Services
Office of the Vice President for the Student Affairs and Services
Visayas State University

Thru: Honey Sofia V. Colis
Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Dear Maam:

I hope this letter finds you well. I am writing to express my sincere interest in the ADMINISTRATIVE ASSISTANT role that may become available due to your organization's expansion or restructuring efforts.

I am a graduate of BS Commerce major in Banking and Finance from Franciscan College of Immaculate Conception, Baybay City, having completed my degree in March 2010. Currently, I am employed as a clerk dDRC at VSU in the ARICenter. My educational background and work experience have equipped me with the necessary skills and knowledge for the administrative role you are seeking to fill.

I have attached my resume for your perusal, which provides a detailed overview of my academic and professional background. Throughout my career, I have developed strong organizational and communication skills, attention to detail, and a commitment to delivering high-quality work. My experiences at VSU have further honed my abilities in administrative tasks, making me a suitable candidate for the position.

I am eager to contribute to the success of your department and believe that my qualifications align well with the requirements of the role. I am available for a personal interview at your convenience, and you can reach me at 0985-455-7745.

Thank you for considering my application. I look forward to the possibility of joining your team and contributing to the continued success of your organization.

Sincerely,



NIÑA G. ALBARICO
Applicant