

July 31, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Yepes:

Greetings!

I am writing to express my sincere interest in the Administrative Assistant I position. As a highly competent person, I would bring a service-focused and hard-working attitude to this role. I am a strong and able worker looking to fill the vacant regular position at this institution. I obtained my Bachelor of Science in Hotel, Restaurant, and Tourism Management (BSHRTM) degree from Visayas State University and passed the Civil Service Professional Career Examination on August 4, 2019.

I am currently an Administrative Aide III (Clerk) at the Supply and Property Management (SPM) VSU main campus. Having been employed for two (2) years at the Supply and Property Management, I do believe I have gained experience and have been able to contribute to innovations in the department. Multi-tasking became the common denominator of my past jobs. Hence, I know I could manage any available position that suits my qualifications if given a chance

Lastly, I'd be grateful if you could give me some time to discuss further my abilities and skills. You can reach me through my mobile number 0939-343-9199 and email address, joana.sy@vsu.edu.ph.

Thank you, and God Bless

Very respectfully yours,

Joana Lin C. Sy

Applicant