

**CRISILDA MARIE ROBLE**

[crisilda.roble@vsu.edu.ph](mailto:crisilda.roble@vsu.edu.ph)

09637424855

#33 SAN PABLO ST., ORMOC CITY

---

June 30, 2021

Office of the Director for Human Resource Management

Visayas State University

Baybay City, Leyte

Dear Ma'am/Sir,

Greetings!

I am writing this letter to convey my interest on applying as Science Aide. My organized nature and personable attitude make me a great candidate for the vacant job position you may have for I take ownership of task quickly.

I am currently working as an Administrative Assistant at Visayas State University for almost (2) two years and this has provided me with valuable knowledge that would allow me to implement my communication skills and initiative in a professional environment while providing stellar service.

Please take a moment to review my attached resume. I look forward to hearing from you soon. Thank you and God bless!

Sincerely,

Crisilda Marie Roble