

March 1, 2024

VIVIAN V. BALBARINO

Head
Supply and Property Office
Visayas State University
Visca, Baybay City, Leyte

Dear Maam:

I am Noessa C. David, a graduate of Bachelor of Science in Agribusiness at Visayas State University Baybay City, Leyte. I also have successfully passed the PPT-Civil Service Examination on the Sub-Professional Level held last August 7, 2022. In line with this, I was hoping for consideration of a feasible position for a vacancy that fits my qualifications. I am currently working as an office clerk and a deputy Document Records Controller of the Department of Tourism and Hospitality Management but I'm eager to expand my skills and knowledge in your office. I will try my best to be an added value given this is also my field of interest. I would like to apply in your office for the available Administrative Assistant II position. Based on the posted description, I am confident that I am fully qualified for the position and will be a strong addition to your team.

I had 2 years' experience in handling customers from almost all over the world handling customer's account specifically their transactions, fraud, and account limitations and was able to handle them positively. I am trained to work under minimal supervision and am willing to undergo training/seminars if you would require it.

If you need further information about me, please find attached documents for your perusal.

Herewith attached is proof of passing the said examination.

Thank you and I appreciate your time for viewing my application.

Respectfully yours,

NOESSA C. DAVID

Admin Aide IV