

Subject: Application for Administrative Assistant III Position
(Computer Operator II)

GUIRALDO C. FERNANDEZ JR.

BOR & University Secretary
Visayas State University
Visca, Baybay City, Leyte

Sir:

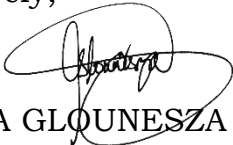
I hope this email finds you well. I am writing to express my keen interest in the Administrative Assistant III (Computer Operator II) position at Visayas State University, as advertised on vsu.edu.ph/jobs portal. Please find attached my curriculum vitae for your consideration.

I am confident that my skills and experience align with the requirements outlines in the job description. I have a proven record in administration assistant, and I am deeply passionate about assistant. I believe I can make a meaningful contribution to the institution's success and would welcome the opportunity to discuss this further.

Enclosed is my Personal Data Sheet, Certificate of Eligibility in Civil Service, Transcript of Records and Diploma for your review.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,



MARIA GLOUNESZA NENA T. PALO
09171894373
mgntp950511@gmail.com