

ARVIC B. ARTIGAS



arvicartigas@yahoo.com



0916-945-8198 / 0970-997-1719



Brgy. Cantuhaon,
Palompon, Leyte 6538

May 18, 2022

MARWEN A. CASTAÑEDA

Head, Office of the Registrar
Visayas State University
VISCA, Baybay City, Leyte

SIR:

Good day!

This letter is in response to your **Administrative Aide IV** job vacancy publication.

I am a degree holder of Bachelor of Science in Agribusiness. I'm computer literate. I have a good communication and interpersonal skills. I am a goal-oriented person. I have also a **Civil Service SubProfessional eligibility** that makes me an ideal employee in your institution.

I would feel privileged to be a part of your organization and would welcome the opportunity to discuss how my knowledge and skills would best suit the needs of your organization. Please feel free to contact me in these mobile numbers **0916-945-8198 / 0970-997-1719** or in this email arvicartigas@yahoo.com. I'll look forward to hear from you at the earliest convenience.

Thank you and God bless.

Sincerely,

ARVIC B. ARTIGAS
Applicant