

## JOB APPLICATION LETTER

July 9, 2024


To Whom It May Concern,

I would like to take this opportunity to submit my application letter and other documents in response to your hiring for Administrative Aide IV .

I have different job experiences, which is related in customer service, documents handling and document recording. I am currently working as ADDRC at DAS. I graduated on September 30, 2021 with the degree of Bachelor of Science in Agribusiness (BSAB) at Visayas State University.

For more information about me, I can be contacted at 09199317998 or email: [jovelyn.navales@vsu.edu.ph](mailto:jovelyn.navales@vsu.edu.ph). Thank you for considering my application. GOD BLESS.

Sincerely,



Jovelyn N. Alkuino