

June 14, 2021

REMEBERTO A. PATINDOL
Director
OVP for Admin and Finance
VSU, Baybay City, Leyte

Dear Mr. Patindol

Greetings!

I am writing to apply for the Administrative Officer II position advertised. As requested, I enclosed my curriculum vitae together with my eligibility for your perusal.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position.

I had my BS degree in Economics in Visayas State University (VSU) and still working on my Masters on Public Administration in Cebu Normal University. I have approximately 7 years working on sales and customer service.

I can be reached anytime via cell phone, 09150689270 or by email at phaj_joe@yahoo.com.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Poca Joe Didal', written over a rectangular box.

Poca Joe Didal