

October 13, 2022

CHARIS B. LIMBO

Director

Institute of Human Kinetics

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

I want to apply as an ADMINISTRATIVE ASSISTANT (Administrative Assistant II). I believe that I can do this job as I am familiar with the hard working, fast learner, ability to work with other people and proficient in Microsoft office programs.

I am a graduate of Bachelor of Arts in Visayas State University. I have an experience as a Part-time Teacher at the Visayas State University and as an Office staff/Secretary in KFB MARKETING at Zone 23 Baybay City, Leyte. I am currently living in Barangay Sabang Baybay City, Leyte. I assure you that I can take full responsibility for any job and I believe that I possess the personal qualities which support my selection as your ADMINISTRATIVE ASSISTANT.

I hope you will consider my application. I would appreciate the opportunity to discuss with you my ability and other matters in person. I would be available for interview at any time.

Thank you very much. God bless and have a good day.!

Sincerely yours,

ELVIE D. BALBARINO