

June 11, 2021

Human Resource Management
Visayas State University
Leyte, Philippines

Dear Sir/Madam,

Good day!

I would like to express my sincerest interest to seek an Administrative Officer at Visayas State University.

My professional qualifications, academic background and my experiences in work having earned my Bachelor of Arts Major in English at Bago City College, Computer System Design Programming at AMACLC and Diploma in Education at Cebu Normal University have brought a desire to advance in the world of admin task.

I look forward in discussing with you soon how my experiences and potentials can best meet the goals of Visayas State University.

Attached herewith are my documents for easy reference.

Thanks in advance

John Laban
Applicant