

Visayas State University
Baybay City, Leyte

August 11, 2023

To the HR Manager,

I am writing this letter to get an opportunity to be a part of the institution. I am interested in the Administrative Officer III position.

I graduated at Aklan State University with a degree in Bachelor of Science in Accountancy and graduated Magna Cum Laude. During my internship at Agricultural Training Institute - Regional Training Center VI, I got to experience and understand how working environment is which trained me to be an efficient and effective individual. I would like to start my career within the institution that would definitely increase my knowledge, skills, and abilities.

I have enclosed my resume for your review. Please contact me at 09071366115 or in my email akmacawili@gmail.com for inquiries.

Thank you. I hope for your positive response.

Sincerely,

Alyssa Kay M. Macawili