

September 20, 2022

Engr. MARLON G. BURLAS
OIC Head, ILFMU
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Dear Sir:

May I apply for a Administrative Aide position in the Instrument Laboratory Facilities Maintenance Unit. I am a 2016 B.S. Agribusiness graduate of the Visayas State University. My work experience includes a ten (10) month job as a BPO employee in Cebu City and a three (3) month job as a clerk at the Office of the Dean of Graduate School in VSU. I am computer literate with a good command of the English language. I provide excellent quality service and I can communicate very well. Please see attached for my resume. I can be contacted at 09081970632.

Very respectfully yours,

FRANCIS LUIGI C. RAMIREZ
Applicant