

April 14 , 2021

OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE

Visayas State University
Baybay City , Leyte

Respected Sir/Ma'am ,

This letter is to express my interest in the position of Administrative Aide IV , I've seen that you are hiring through job portal. I am a Bachelor of Elementary Education graduate in Eastern Visayas State University-Ormoc City Campus and passed the Licensure Examination for Teacher last September 2019, I don't have any experience in this field but I believe that I have a character of being patient , hardworking and motivated that would help me in this position if you'll hire me I am also willing to undergo series of trainings and seminar to be fit in this said position. If you want to know my other information I have duly accomplished Personal Data Sheet that being attached. Thank you for considering my application and I am looking forward for your favorable response.

Sincerely ,

Babie Gale C. Dela Cruz
Applicant

