

October 23, 2024

Human Resource Management Office
Visayas State University

Greetings,

I am sending this letter to express my interest to apply for the position as an Administrative Aide IV (Human Resource Management Aide) in your good office. I am Maria Noel Ibo, a graduate of Bachelor of Science in Civil Engineering at Visayas State University. I am a Civil Service eligible.

From my work experiences, I have shown dedication, flexibility and willingness to learn and rest assured that I will show the same traits for this job.

Hoping my application will be considered. Enjoy the rest of your day and take care.

Respectfully,

A handwritten signature in black ink, appearing to be 'MNI' or similar, written over the printed name.

Maria Noel Ibo
Applicant