

ROVEL I. VELOSO

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HON. JOSE CARLOS L. CARI

City Mayor
R. Magsaysay St., Cor. D. Veloso Street
Baybay City, Leyte

Dear Hon. Mayor Cari

I am writing to express my strong interest in applying for the Administrative Aide I position in the Visayas State University. I completed my Bachelor's degree in English Language in June of 2017. Since then, I have accrued two years of customer service experience from BPO companies and a year as a senior high school teacher in Franciscan College of the Immaculate Conception. During that time, I have gradually built a strong foundation of knowledge regarding the various tasks and duties required for such a position.

I am willing to learn, explore new things as well as to be trained and undergo different training that is required for this position.

I would be thrilled to have an opportunity to personally interview with you. Please feel free to contact me at your earliest convenience.

Thank you for your consideration.

Sincerely yours,

Rovel I. Veloso