

April 26, 2023

Nick Freddy R. Bello
Head, Accounting Office
Visayas State University
Visca, Baybay City, Leyte

Thru: Honey Sofia V. Colis
Director, HRMO

Dear Sir:

In consequence to the possible vacancies that can be created by the expansion or restructured manpower, and with an honest belief that I could come up with the qualifications needed to land a post on these proceedings, let me offer my interest to join you as to ADMINISTRATIVE AIDE III POSITION clerk 1.

I am a degree holder of BS Commerce major in Banking and Finance graduated on March 2010 at Franciscan College of Immaculate Conception, Baybay City.

Please find attached resume for your perusal.

I am willing for a personal interview as you may deem necessary. I can be reached through my mobile number 0985-455-7745.

In all, I am looking forward to work for you then.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Niña G. Albarico'.

NIÑA G. ALBARICO
Applicant