

November 21, 2023

**JOEL Q. MABALHIN**

Head

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

Dear **Sir Mabalhin**,

I would like to express my interest to apply for the position of Administrative Aide I in your department.

I am currently employed as a Job Order (Building and Ground Maintenance) at the Department of Forestry under the supervision of Mr. Anatolio N. Polinar. I wanted to venture into a new task, so I decided to apply for the position to become part of your department to grow more and learn new things and also be able to contribute to the success of your department.

I am a hardworking person. I can work under pressure and less supervision, so it will not be a headache if you will give this opportunity.

Further examples of my skills and achievements are outlined on my Personal Data Sheet. I will grab every opportunity to learn more.

I can be reached anytime via email at or my cellphone number:

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Very respectfully yours,

**EDINO T. FERNANDEZ**