

October 3,2020

Visayas State University
Baybay City, Leyte

Dear Sir:

Good day!

I, Frances Louise B. Dajao a fresh graduate and I have completed my education with the bachelor's degree in Accounting Technology from the University of San Carlos last May 2019. I had my internship in the Accounting Department at the university as an assistant of the Assessment In charge in Talamban campus. Finished my contractual for two(2) months in Visayas State University as an Administrative clerk-Job Order employee. And, I recently finished my probationary period in Bubble Tea Station as Payroll Clerk.

This letter is written in reference to your advertisement posted in Jobs.vsu.edu.ph for the position of Administrative Aide VI (Clerk III) at the Director for Admin. & Human Resources Devt. Office. After reading through the job responsibilities, I believe my expertise and experience position me as a perfect candidate for this role.

I believe that my academic background along with my professional experiences provided has readied me with the necessary knowledge and skills needed for the tasks and activities that I might undergo in your company. I would welcome the opportunity to contribute to your company's continued growth and success.

Attached is my resume for your perusal. I would be very willing to come to your office for an interview at your convenience. You can contact me through my mobile phone at +639335240629 or through my email address louisebasalo4@gmail.com. I am hoping to hear from you soon.

Sincerely,

Frances Louise B. Dajao