

Poblacion Zone 5
Baybay City, Leyte 6521
0997 667 3033
jhade.tan39@gmail.com

August 09, 2023

To Whom It May Concern,

I am writing this letter with an earnest desire to serve and an outmost regard to your institution. I am applying for a position subject to your consideration with the following qualifications I humbly stated on my attached resume.

I am VASELLE JHADE L. TAN from Baybay City, Leyte. I recently completed my Bachelors degree in Physical Education at Visayas State University Main Campus.

I am optimistic that I met your standards as an applicant for ADMINISTRATIVE AIDE position in your lovely institution. If you think I met the qualification you need, I should be pleased to attend an interview at your most convenient time.

I look forward to your favorable response. Thank you and God bless.

Very Truly Yours,



VASELLE JHADE L. TAN