

November 22, 2023

DR. DANIEL LESLIE S. TAN
OIC- President
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Greetings!

I would like to express my interest in applying for Administrative Assistant III position that was recently made available in your institution.

I am Mary Stephanie D. Mamaril, a graduate of Bachelor of Science in Accounting Technology at the University of San Carlos and Bachelor of Science in Accountancy at the Cebu Institute of Technology- University, both in Cebu City in the year 2016 and 2019 respectively. I have also worked as a Job-Order Employee at the Accounting Section, Finance Department, Visayas State University Visca, Baybay City, Leyte for the period November 2021- April 2023.

Attached herewith are the necessary documents to support my application. If given a chance, I am more willing to come for an interview at your most convenient time. You may reach me thru my email: mamarilstephanie8@gmail.com or mobile number 09201831251.

I'm looking forward to your favorable consideration to my application.

Thank you very much.

Respectfully yours,


MARY STEPHANIE D. MAMARIL
Applicant