

Procurement Office
Visayas State University
Visca, Baybay City, Leyte

October 18, 2021

Rachelle Ann A. Barbosa

Brgy. Guadalupe, Baybay City, Leyte
09061238038
rachelleannbarbosa@gmail.com

Dear Ma'am/Sir,

A pleasant day to you!

I am writing to express my interest for the position of Administrative Aide III in your good office.

Having recently obtained my Bachelor's Degree in Agriculture major in Plant Protection in the Visayas State University (VSU), I believe I am equipped with the necessary knowledge and skills for the said position.

I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, please contact me using the above information.

Thank you and God bless.

Respectfully yours,

RACHELLE ANN. BARBOSA

Applicant