

ELIZA D. ESPINOSA

Director

Institute of Tropical Ecology & Envi. Mgt.

Visayas State University

ViSCA, Baybay City, Leyte

June 19, 2021

Dear Ma'am Espinosa,

I am writing your good office to explore the possibility of employment as an Admin. Aide III. I am a Bachelor of Science in Industrial Technology major in Food Preparation and Service Technology graduated at Southern Leyte State University. This position particularly interests me because it would enable me to make full use of my talent in interacting with other people with hospitality. I have a well-rounded personality with good written and oral communication skills that can be of great help in carrying out my duties and responsibilities on the position in question. The experience that I have during my on the job training especially in dealing with people in a short period of time would help me feel more confident in doing the task that will be assigned to me. I also experienced being a contact tracer for three months thus I also gained ideas on some clerical duties.

Furthermore, my knowledge and skills in computer and interacting with other people are but some of the things that make me an asset.

Attached are my other requirements for your perusal. Should you require any further information, I can be reached at this number 09979225654.

Thank you for your consideration.

Sincerely yours,

Rachelle Anne D. Lumayag