

February 7, 2024

Daniel Leslie S. Tan

OIC – University President
Visayas State University
Baybay City, Leyte

Sir:

I am writing to inform you of my interest for applying the position of Administrative Aide III in your good office. I obtained my Degree from the Visayas State University. I have acquainted myself with a range of skills that would allow me to blend with the organizational culture. Also, I already obtained my certificate of eligibility from the Civil Service Commission.

My computer skills, knowledge of modern word processing software, and strong communication skills are but some of the things that make me an asset to your company. I am also willing to undergo training if you would require it.

Together with the application letter, I attach herewith my personal data sheet for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your most convenient time.

Sincerely yours,

JUNEIL B. BAGARINAO