

December 5, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

Good day!

This is to express my great interest in applying to the Administrative Assistant II position available at your good office. I am Patrick John B. Piamonte, a resident of Brgy. Pangasugan, Baybay City, Leyte and currently working at the Department of Biological Sciences as a Laboratory Technician.

I believe that my experience working in the University for years and my qualifications especially as passer of both VSU Clerical Examination and Civil Service Examination Professional Level, make me capable for the desired position.

It is my main goal to obtain a higher position in this prestigious institution where I can utilize my knowledge and skills, and thus hoping for your positive response to this application.

I would be delighted to further discuss my experiences and qualifications. Please feel free to reach me at this number +63 9261272386 at any time of your convenience.

Thank you very much for your time and consideration.

Respectfully yours,

PATRICK JOHN B. PIAMONTE
Applicant

