

November 27, 2023

DANIEL LESLIE S. TAN

Vice President for Administration & Finance
Office of the Vice President for Administration & Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir/Ma'am,

Good day! I am writing to express my strong interest in the Administrative Aide VI position at VSU – OVPAF. As a recent graduate with a degree in Bachelor of Science in Agribusiness from Visayas State University, I am excited to contribute my organizational skills, attention to detail, and dedication to the office.

During my academic journey, I gained valuable insights into various aspects of administrative tasks and developed solid foundation in time management and communication. I am eager to apply these skills in a practical setting and continue to learn and grow as part of a dynamic team. I am confident that my dedication, coupled with my strong work ethic, will enable me to make a meaningful impact as an Administrative Aide.

Attached herewith are my resume, personal data sheet, transcript of records, diploma, and eligibility certificate. I would welcome the opportunity to discuss how my qualifications align with the needs of the VSU – OVPAF in more detail. Please feel free to contact me at 09464856333 or fjoanb21@gmail.com to schedule an interview at your earliest convenience.

Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joan Francisco', with a stylized flourish at the end.

Joan Francisco
Applicant