

Philippine Root Crops & Research Training Center  
Visayas State University  
Visca Baybay City, Leyte

December 9, 2021

To whom this may concern,

This letter is made in response to your job hiring for an available position as Administrative Aide III. Please consider my resume in your search for an administrative assistant.

I have full confidence in my skills to be able to accomplish any task that will be assigned to me. With my potentials and skills listed in my resume, I will do my best to be a part of your betterment, and promise to possess values which is important in achieving your missions and visions.

I still do not have any formal job background as an assistant aide, but I believe that my skills, eagerness, passion, and willingness to learn would be my best asset. I am also looking forward that by hiring me in this position, I would be able to grow, and improve my skills.

I have read and understood all the requirements needed in this position and have attached the required documents herewith. For any questions, you may reach me through my contact number or email address written below.

I will wait patiently and respectfully for your response in this. I look forward to your positive response and discuss further my application.

Sincerely yours,



**ALLEN GLENN L. LEONOR**

Purok Bayanihan Barangay Lunang Hilongos, Leyte  
+639474561070  
allenleonor30@gmail.com