

Jemiah B. Sabares
Tabgas, Albuera, Leyte
Ormoc City,
6542

16th October 2024

To whom it may concern,

I am writing to express my interest in the ADMINISTRATIVE AIDE III position at the University Disaster Risk Reduction and Management, Safety and Security Office of Visayas State University. I recently graduated with a degree in Bachelor of Science in Agribusiness from Visayas State University, where I gained strong knowledge and skills.

My attention to detail, ability to multitask, and commitment to maintaining a high standard of work will enable me to effectively contribute to your team's goals. I am also eager to support the university's mission in fostering a safe and resilient environment.

I am confident that my skills and dedication would make me a valuable addition to your office. I would appreciate the opportunity to further discuss how I can contribute to your team.

Kind regards,

Jemiah B. Sabares



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