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Dear Sir/Madam,

I am writing to apply for the vacant permanent position in your office, which I saw posted in VSU website. I want to take an opportunity to have a permanent job and make use of the skills I have learned in school and through my work experience.

I am currently working at the VSU registrar's office as an evaluator in a job order status. Though, I don't have any experience on accounting and cashiering work like you mentioned on the job posting. I am willing to be trained to meet the qualification that is needed for the position. I am an extremely motivated and enthusiastic person. I know how to work well with others and I work hard in every task assigned to me. It would be of great honor to utilize my skills and work for this position if given the opportunity.

I also have good communication skills to make good interaction with clients. Given the job I have at the registrar's office, I am able to work under pressure and in a fast pace work environment. These strengths, combined with deep and varied academic, internship and work experience have prepared me and can become an asset in your office.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience. I would very much appreciate your favorable response.

Sincerely,

**Marian G. Sacro**