

August 20, 2023

Santiago T. Peña Jr.
Dean
College of Veterinary Medicine
Visayas State University
Baybay City, Leyte 6521-A

Dear Mr. Peña;

Good day! I am writing to express my strong interest in the Administrative Aide III position at VSU – College of Veterinary Medicine. 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 your esteemed organization.

During my academic journey, I gained valuable insights into various aspects of administrative tasks and developed solid foundation in office management, 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 at VSU-CVM. 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 are my resume, personal data sheet, and diploma. I have attached my diploma instead of my transcript of records since VSU has yet to release our TOR. I would welcome the opportunity to discuss how my qualifications align with the needs of VSU-CVM in more detail. Please feel free to contact me at 09464856333 or franciscojoan18123@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