

September 25, 2024

**VIVIAN V. BALBARINO**

Head

Supply and Property Office

Visayas State University

Visca, Baybay City, Leyte

Good day!

I am **NEIL M. NAYRE**, single 27 years old and a resident of Brgy. Zone 1, Baybay City, Leyte. A graduate of this prestigious institution with a degree Bachelor in Science major in Agribusiness at the Visayas State University, Visca, Baybay City, Leyte last 2019. I am team player with strong technical skills and zest for learning, high stress tolerance and commitment to work.

Currently, I am working as Vault Custodian at Cebuana Lhuillier since 2019 and my work involves a great deal of technical works which I can handle efficiently. This has strengthened my interpersonal skills and enable me to develop and maintain an effective work relationship with my colleagues. Moreover, I am honest, trustworthy and diligent person who works hard and pays attention to detail and open to learn new skills through seminars, trainings and workshops. I am eager to combine my previous experiences with my passion as Agribusiness in order to make meaningful contribution to mission and goals.

I am writing to you this letter with my intent to submit my application for an **Administrative Officer III** position that suits my credentials.

I am enclosing a completed Resume for my additional background. I can be reached anytime via email **w33nayre@gmail.com** or my mobile number **09552491087**.

I am grateful for your consideration and will be looking forward to discuss this opportunity of my job application with you at your convenience.

Sincerely yours,



**NEIL M. NAYRE**

Applicant