

January 27, 2023

**Dr. Santiago T. Peña Jr.**

Dean, College of Veterinary Medicine  
Visayas State University  
Baybay City, Leyte

Dear Sir,

Good day!

This letter is to express my intent to apply as Administrative Assistant III for the College of Veterinary Medicine (CVM-VSU), as endorsed by CVM faculty and staff. I am Nneka Mailee C. de los Reyes, from Brgy. Marcos, Baybay City, Leyte, graduated with a degree of Doctor of Veterinary Medicine last June 2018, at Visayas State University, and passed the board exam the same year. I was hired by your office as Part-time Instructor last semester (first semester of SY 2022-2023) wherein I facilitated face-to-face laboratory classes, conducted applicable modes of assessment of the learnings gained by the students, and maintained class records. Also, I was a veterinarian for a small animal clinic at Dumaguete City, where I developed my diagnostic and laboratory skills, and harnessed my social skills through day-to-day encounters with different patients and clients.

In line with these, I would like to take this opportunity to assist and support CVM-VSU, through my services, in achieving its goals, not just for the university, but for the country. Through this, it will help, not only in improving my knowledge and skills as a veterinarian, but my character development as well.

Thank you so much for the opportunity. I look forward to hearing your positive response soon. You can contact me at your most convenient time thru my email address [dvmnneka@gmail.com](mailto:dvmnneka@gmail.com) and contact number 09610568154.

Thank you and God bless.

Sincerely,

  
**Dr. NNEKA MAILEE C. DE LOS REYES**  
Applicant

