

April 24, 2025

GLENN G. PAJARES
VP, Planning and Development
Visayas State University
Visca, Baybay City, Leyte 6521-A

Sir:

I am writing to express my interest in the Administrative Assistant III position that is listed on the official Jobs page of Visayas State University (jobs.vsu.edu.ph) and wish to be considered as part of your good office. A CSC Professional Passer and a graduate of Visayas State University (VSU) with a Bachelor of Science in Computer Science (BSCS) make me a well-qualified candidate for the role and can provide all the qualifications you listed in your job offering. I am currently employed by the same university as a Computer Operator in the Management Information System (MIS) Office.

I want to contribute my expertise, abilities, and dedication to Visayas State University. jacob.lumbre@vsu.edu.ph is my email address, and +639639607611 is my phone number.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Lumbre', with a stylized flourish at the end.

Jacob R. Lumbre