

November 25, 2024

Lynette C. Cimafranca

Head

Department of Food Service and Technology

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Cimafranca,

Greetings!

I found the job vacancy for through the VSU career website and I would like to express my interest and to apply in this post on the following position;

Position Title: Administrative Aide VI

My name is Eisyn Von Federico Lajara from Javier, Leyte and I would like to express my interest in applying for the abovementioned vacancy. I am interested in applying for this position for I have the experience and skills this position requires and most importantly, a permanent position which I have been seeking since I passed the Civil Service Examination last October 2022.

I am currently employed as a Tourism Operations Officer I under Job Order with the Department of Tourism Region VIII. Customer Service Representative has been my backbone work wise since I started working in 2015 in a Real Estate company. This was followed when I landed a job in Dubai, United Arab Emirates in the hospitality industry until early of 2022. I started working in the Government sector from September 2023 until present. Customer Service is my forte and with hard work and dedication resulted in a few recognitions. Part of my work comes from assisting our clients both front and back office and some administrative work to help along internal works for smooth operation.

I have attached herewith my notarized Personal Data Sheet, Transcript of Records and Diploma and Certificates and Recognitions which includes the Certified Authenticated copy of my eligibility from the Civil Service Commission. I also would love to converse more should I be shortlisted and fitted to work in your team.

Thank you and wishing you a great day ahead.

Respectfully yours,

Eisyn Von Federico C. Lajara

Applicant