

August 6, 2021

CHRISTINA A. GABRILLO

Head

Radio Station DYAC

Visayas State University

Visca, Baybay City, Leyte

Sir:

Good day!

I am Ritchelle C. Gerilla, 28 years old, and a resident of Brgy. Lima, Pastrana, Leyte. I am currently enrolled as 4th year regular student of Eastern Visayas State University, Tacloban City and taking up Bachelor of Science in office Administration, but I am graduating this August 7, 2021. I came across of the information that your good office needs ADMINISTRATIVE ASSISTANT III from the your website jobs.vsu.edu.ph and I am very much willing to apply for the said position.

I am a very hardworking person and can multitask. I am willing to undergo trainings that would help me become more efficient and effective in the position I will be assigned to.

Should you need me for an interview, you may contact me on this number, 09354311484, at any time of your convenience.

Attached herewith is my fully accomplished Personal data Sheet, Certificate of Employment, Certificate of Eligibility and my Certification from school because unfortunately my Transcript of Record cannot be processed until our scheduled graduation.

Thank you and may the good Lord bless you always.

Respectfully yours,


RITCHELLE C. GERILLA
Applicant

