

May 31st, 2022

Hiring Officer
Visayas State University
Leyte, Philippines

Dear Sir/Madame,

I am applying for the position as an Administrative Aide III as I have read from your online job hunt about the vacancy. I am a graduate of Bachelor of Arts Major in English and Computer System Design Programming as well. I believe my experiences and skills suites me to this job.

I have enclosed herewith my copy documents as your reference. I understand your qualification and I believe that I am suitable on it and I can be an asset as an Administrative Aide III under Data Protection Office. As an Administrative Assistant, the role is supporting an administrative professional to help them stay organized and complete tasks that allow them to focus on more advanced responsibilities and I can be as versatile as it can be if it calls for the needs of my job and nothing to worry about. I believe that I can make a sound contribution to the said position.

Thank you for giving time in reading my application and looking forward to your kind response.

Sincerely yours,

John Laban

Applicant