

18 January 2023

Dr. Edgardo E. Tulin
President
VSU, Visca, Baybay City, Leyte

Dr. Elsie E. Salamat
Head
Office of the Head of Alumni and Community Relations
VSU, Visca, Baybay City, Leyte

Dear Sir/Ma'am:

Good day!

I am writing this to express my interest for the position as Administrative Assistant. As I am confident that I can do the job well. I finished Associate in Office Administration in the Franciscan College of the Immaculate Conception, Baybay City, Leyte.

With my 11 years working experience as a job order/clerk and full-time project staff at the Visayas State University. I believe I am capable to accomplish the duties required as Administrative Assistant.

Please refer to the attached resume. Thank you.

Respectfully yours,


CAREN G. ALIANZA
Applicant