

Human Resource Department
Visayas State University
VSU, Baybay City, Leyte, Philippines 6521

Dear Mam / Sir:

Good day! I am Christopher John Sta Iglesia, legal age, married; and a resident of 446 Brgy. Kilim, Baybay City, Leyte, Philippines 6521.

I am currently working as a JO (Job Order) employee for the Admin Aide III for the Accounting Department of Visayas State University.

I am writing to express my keen interest in the Admin Aide VI position within the Project and Development Office at Visayas State University, as advertised on [VSU HRIS Platform where I saw the job posting]. While I may be new to the field, I am a highly motivated and organized individual with a strong desire to learn and contribute to a dynamic team. I am confident that my transferable skills and eagerness to learn make me a strong candidate for this role.

My background in my previous company and in present job has equipped me with valuable skills in communication, problem-solving, attention to detail, time management, organization]. I am proficient in Microsoft Office Suite, and I am a quick learner, eager to adapt to new technologies and procedures.

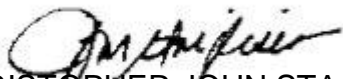
I believe my proactive approach and willingness to go the extra mile would be a valuable asset to your team.

Thank you for your time and consideration.

I am looking forward to hear from you for an interview.

Thank You and God bless.

Sincerely,



CHRISTOPHER JOHN STA.IGLESIA
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