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ATTY. RYSAN C. GUINOCOR

OIC Director, ODAS
Visayas State University
ViSCA, Baybay City, Leyte

Dear Atty. Guinocor,

Good Day! As a highly motivated and dedicated person with strong communication and interpersonal skills, I would like to apply for the position Administrative Aide III.

As a student I have been extensively involved in my school community, which has allowed me to develop strong interpersonal skills. During my time, working as a call center representative, I was also able to develop strong time management and organizational skills, which I see as being very important when seeking to work in your good facility.

My experience in customer service gave me confidence and enjoyment in working with my colleagues and believe that my strong communication skills & the admin tasks experience will ensure that I can meet the expectations of this role. I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person. I have enclosed a copy of my resume for your consideration. Your good office can contact me anytime on the details provided above.

Thanking you in advance for your time.

Rachel Jane S. Villaber

Applicant