

November 29, 2023

DANIEL LESLIE S. TAN

Vice President for Administrative & Finance
Office of the Vice President for Administration & Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

I am Noessa C. David, a graduate of Bachelor of Science in Agribusiness in Visayas State University Baybay City, Leyte. I also have successfully passed the PPT-Civil Service Examination on Sub-Professional Level held last August 7, 2022. In line with this, I was hoping for a consideration of a feasible position for a vacancy that fits my qualifications. I am currently working as an office clerk and a deputy Document Records Controller of the Department of Tourism and Hospitality Management but I'm eager to expand my skills and knowledge in your office. I will try my best to be an added value given this is also my field of interest. I would like to apply in your good office for an Administrative Assistant III position. Based on the posted description, I am confident that I am fully qualified for the position and will be a strong addition to your team.

I had 2 years' experience in handling customers from almost all over the world handling customer's account specifically their transactions, fraud and account limitations and was able to handle them positively. I am trained to work under minimal supervision and willing to undergo trainings/seminars if you would require it.

If you need further information about me, please find attached documents for your perusal.

Herewith attached is proof of passing for the said examination.
Thank you and I appreciate your time for viewing my application.

Respectfully yours,

NOESSA C. DAVID
Applicant