

October 25, 2021

DR. EDGARDO E. TULIN

University President
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Dear Mr. Tulin,

I humbly wrote this letter of intent to apply for the position of *Administrative Assistant II* at Accounting Department. I have read about the vacancy and I believe that my skills and experience in St Peter LifePlan Inc and Department of Education as cashier and administrative assistant would be an asset for this position.

Furthermore, I humbly ask for your help for I am badly in need of job because we we're victims of COVID19 and had lost my father last October 09, 2021 due to complications brought by the virus. My family had gone through our darkest days. My husband, sister and my mother had also isolated because they're positive of the said virus. Fortunately, last October 22, we are all negative for Swab test and now recovering, however, there's a lot of obligation to face on and I am badly in need of job to live and support my family because as eldest, I fully assumed the responsibility of my father to take care of my mother and sister.

Subsequently, I am hopeful to be part of the team and I assure you that I will be an asset to your department. Also, I am a fast learner and willing to be trained to whatever it is to be required.

Prosperity to All! *God bless!*

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Mildred Compendio-Bregildo', with a large loop at the start and a horizontal line extending to the right.

MILDRED COMPENDIO-BREGILDO