

Brgy. Sta. Cruz

Hilongos, Leyte

Respected Ma'am/Sir

Warm Greetings!

I have seen your post on VSU website that you are in need of Administrative Aide III. I would like to apply for the said position. Given my skills and credentials I believe I could be competitive enough to handle the said position. It is my great privilege to be considered as one of your applicant. I am very willing to work in my beloved University for I'm also a proud viscan.

I am teachable and can work well even without much supervision. Also, I can handle and easily get along with the people of different personalities gained from my previous jobs. My resume is attached herewith.

I shall be glad to come for an interview or over the phone interview at a time most convenient to you. Please feel free to contact me anytime with these number 0965 133 2535.

Sincerely yours,


ARLIE N. SALES JR.

Applicant