

December 8, 2023

Visayas State University
Human Resource
ViSCA, Brgy. Pangasugan
Baybay City, Leyte

To whom it may concern,

I am James Kenneth Semino Edillor, a recent civil engineering graduate of Visayas State University (VSU) with a major in construction engineering and management. I discovered VSU's vacant positions when searching for employment opportunities on the internet. I was thrilled to apply for a position because VSU has long been a part of my life and has taught me many significant values and lessons.

After graduating from VSU, I worked at Accenture for around 6 months as a Customer Service Representative (CSR). Throughout my time at Accenture, I was trained to be patient, empathetic, and courteous not only to my coworkers, but also to our clients. It has also improved my computer and communication skills. With these values and skills, I am confident that the job of Administrative Aide will continue to deliver exceptional service to the various departments at VSU.

I am eager to showcase what I can offer as an Administrative Aide and will certainly attend to all of the demands for which I am responsible. If you have any further queries or require clarification, please do not hesitate to contact me. Thank you and God bless.

Sincerely,

James Kenneth S. Edillor