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**Visayas State University** 

Brgy. Pangasugan, Baybay City, Leyte

6527

To whom this may concern,

I am writing to express my strong interest in joining your school as advertised in your job portal (HRIS). With a degree of Hospitality Management and a proven track record of success in Hospitality, Administrative office, and Customer Support, I am confident in my ability to contribute effectively to your team.

In my previous role at Freight Process Outsourcing Solutions Inc., I have shown remarkable progress when it comes to training and learning. This experience has equipped me with communication, problem-solving, project management, and versatility which I believe are crucial for success in the public service sector.

What sets me apart is my commitment to delivering results and my adaptability to dynamic work environments. I am particularly drawn to Visayas State University because of its reputation for its excellence in an international level. I am eager to bring my skills and enthusiasm to contribute to your school/ departments' success.

My proficiency in computer and Microsoft Excel, Word, PowerPoint and other essential tools further enhances my ability to make meaningful contributions from day one. I am impressed by this school being Identified by the Commission on Higher Education (CHED) as Center of Excellence in Agriculture, Agricultural Engineering, and Forestry (2000) and Zonal Research Center in Region 8 (2000-2003), and I am excited about the prospect of contributing to such a forward-thinking and dynamic organization.

Enclosed is my resume, which provides further details about my professional background. I would welcome the opportunity to discuss how my skills and experiences align with the needs of Visayas State University. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of your department.

Sincerely,

Estember, Matthew Eman Angelo M.