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# JHEZEL B. OQUIAS

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TO: VIVIAN V. BALBARINO  
Head  
Supply and Property Office  
Visayas State University  
Visca, Baybay City, Leyte

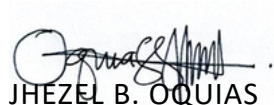
A warm greeting! I am pleased to submit my application as Administrative Aide IV at Visayas State University. With my compassion and dedication to work, and willingness to be train and learn make my interest suitable for these position. With my experience in my current job where customer service must meet its satisfaction to the clients, my skills in communication enhanced and it is one of the big factor to attain and serve to people and its community.

I am very compassionate and well-discipline, and can learn things quickly. I am willing to go through the procedure and trainings if necessary. I am very dedicated and wise, well-organized, and can do work with or without team. My ability to build strong relationships and my dedication to continuous learning have been key to my success.

I am excited about the opportunity to bring my unique blend of skills and to learn your ways. I am confident that my customer service abilities, attention to detail, and compassion will make me a valuable addition to your team. I look forward to the possibility of discussing how I can contribute to your success in person. Please let me know in detail for my smooth transition process.

Thank you for your time and consideration. God Bless us all!

Sincerely Yours,

  
JHEZEL B. OQUIAS