

August 14, 2023

Visayas State University
Department of Veterinary
Paraclinical Sciences
Visca Baybay City, Leyte

Good day Sir/Ma'am,

Greetings!

I am writing this letter to apply for Administrative Aide III Position in your good office that would for my qualifications. I believe that my skills and abilities that I have and I am confident that I will be able to meet expectations.

I am a graduate of Associate in Computer Technology at Franciscan College of the Immaculate Conception, Baybay City, Leyte last March 2017. I worked as Compliance Specialist in medical Virtual Assistant for 5 years. My credentials experience provide me the knowledge and skills that I believe that can contribute in achieving the objectives of your organization.

I am well-versed in using Microsoft Office particularly Word, Excel, PowerPoint and others. I also have communication and social skills that would help in meeting the needs of the public. I am also very hard working, flexible, motivated and willing to learn if you give me the chance to be part of your organization.

Sincerely,



Jeffry Morales

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Applicant