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**HR Personnel or OIC**

Visayas State University  
Baybay City, Leyte

Dear Sir/Ma'am,

Greetings of peace and prosperity!

I am writing this letter to apply as ADMINISTRATIVE AIDE IV (Printing Machine Operator I) or FMQVEJ in your company. I have enclosed my Curriculum Vitae to support my application. It shows that I would bring important skills to the position including:

- Time management and strong organisational skills
- High level customer service and friendly relationship management
- Motivation and dedication
- Experience in printing institution as RISO printing operator

I had experience over almost seven years as utility, messenger and RISO operator in Banking Institution. These gave me more productive in my daily work specially in assisting clients in order to served them.

I believe that the knowledge I have acquired in my experiences as an employee have provided me with the skills and understanding that could best meet and support your standard.

I would appreciate having the opportunity to talk with you more about the position and how i could use my skills and benefit your good company at an interview. Please feel free to contact my number **09154385515**.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

**JUDY C. YAPE**