

November 27, 2023

MARIA JULIET C. CENIZA

Vice President for Research, Extension and Innovation
Office of the Vice President for Research, Extension and Innovation
Visayas State University
Visca, Baybay City, Leyte

Dear Sir/Ma'am,

Good day! I am writing to express my strong interest in the Administrative Aide VI position at VSU – OVPREI. As a recent graduate with a degree in Bachelor of Science in Agribusiness from Visayas State University, I am excited to contribute my organizational skills, attention to detail, and dedication to the office.

During my academic journey, I gained valuable insights into various aspects of administrative tasks and developed solid foundation in time management and communication. I am eager to apply these skills in a practical setting and continue to learn and grow as part of a dynamic team. I am confident that my dedication, coupled with my strong work ethic, will enable me to make a meaningful impact as an Administrative Aide.

Attached herewith are my resume, personal data sheet, transcript of records, diploma, and eligibility certificate. I would welcome the opportunity to discuss how my qualifications align with the needs of the VSU – OVPREI in more detail. Please feel free to contact me at 09464856333 or fjoanb21@gmail.com to schedule an interview at your earliest convenience.

Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joan Francisco', with a stylized flourish at the end.

Joan Francisco
Applicant