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COLLEGE OF VETERINARY MEDICINE
Department of Veterinary Paraclinical Sciences

HARVIE P. PORTUGALIZA
OIC, College Dean, CVM
College of Veterinary Medicine
Visayas State University
Visca, Baybay City, Leyte

RA: Application for Administrative Aide III (Clerk I)

Dear Dr. Harvie,

I am writing to express my interest in the position of Administrative Aide III (Clerk I). When reviewing the position requirements, I believe that my skills and experience is a perfect match to this job. I am self-motivated and a quick learner who works hard to ensure that I meet or exceed my job expectations. I just recently finished my BS degree and had since been looking for a position to utilize my organizational and communication skills practically.

During my high school and college years, I have joined many organizations that helped me to develop my skills in administrative services management, documents and record management, use of information and communications technology (ICT), Critical Thinking and Problem Solving and in process management.

I am excited to show you how my efficiency and positive attitude. To this end, you may contact me at 0946 544 0954, or send me an email at angelgracedelacruz@gmail.com. Thank you so much for your time and consideration.

Sincerely,

Angel Grace S. Dela Cruz