

April 22, 2025

**NICK FREDDY R. BELLO**

Head  
Accounting Office  
Visayas State University  
Visca, Baybay City, Leyte

Good day!

I am **NEIL M. NAYRE**, single 29 years old and a resident of Brgy. kilim, Baybay City, Leyte. A graduate of this prestigious institution with a degree Bachelor in Science major in Agribusiness at the Visayas State University, Visca, Baybay City, Leyte last 2019. I am team player with strong technical skills and zest for learning, high stress tolerance and commitment to work.

Currently, I am working as Admin aide III and my work involves a great deal of technical works which I can handle efficiently. This has strengthened my interpersonal skills and enable me to develop and maintain an effective work relationship with my colleagues. Moreover, I am honest, trustworthy and diligent person who works hard and pays attention to detail and open to learn new skills through seminars, trainings and workshops. I am eager to combine my previous experiences with my passion as Agribusiness in order to make meaningful contribution to mission and goals.

I am enclosing a completed Resume for my additional background. I can be reached anytime via email **w33nayre@gmail.com** or my mobile number **09552491087**.

I am grateful for your consideration and will be looking forward to discuss this opportunity of my job application with you at your convenience.

Sincerely yours,

**NEIL M. NAYRE**

Applicant

A handwritten signature in black ink, consisting of a stylized 'N' and 'M' joined together, with a horizontal line extending to the right.