

# SHEILA MARIE LEMOS

---

SHEILA MARIE LEMOS

6521 BAYBAY, PHILIPPINES

09173288769

slemos@vsu.edu.ph

**Visayas State University**

DR. DANIEL LESLIE S. TAN

6521 Baybay

24 November 2023

## **Re: Administrative Assistant III**

Dear Dr. Tan

I recently came across the Administrative Assistant III position at Visayas State University, posted at the [jobs.vsu.edu.ph](https://jobs.vsu.edu.ph) website and noticed that my skills and experience are a great match.

The experience and skills I bring have fully prepared me to succeed in this position. I have a solid knowledge about the university and have demonstrated competencies in collaboration, communication and customer service.

I firmly believe that my background is an excellent match for your agency, and I could confidently contribute to your team.

I appreciate you taking the time to evaluate my suitability for the open position and hope to speak soon for a phone chat or to set up an interview.

Sincerely,

SHEILA MARIE LEMOS

Administrative Aide VI

---