

December 12, 2024

RAYMUND M. IGCASAMA

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Igcasama,

Greetings!

I found the job vacancy for through the Visayas State University career website and I would like to express my interest and to apply in this post on the following position;

Position Title: Administrative Assistant II (Data Entry Machine Operator II)
Place of Assignment: University Registrar

My name is Von Lajara and I am currently connected with the Department of Tourism here in Leyte under a Job Order. I am interested in applying for this position for I have the experience and skills this position requires.

Currently, I work as a Tourism Operations Officer I at the Department of Tourism Region VIII Office here in Tacloban City under Job Order for 7 months now. Previously, I was an Administrative Assistant I at the Department of Social Welfare and Development under Contract of Service and have over 6 years of work experience in private sectors, including real estates in Manila and Hotels in Dubai, United Arab Emirates. Customer Service is my forte and with hard work and dedication resulted in a few recognitions. Part of my work comes from assisting our clients both front and back office and some administrative work to help along internal works for smooth operation.

I also would like to further my roles not only in Customer Service and its basic knowledge and know-how but I would like to explore more and challenge myself in another perspective that will not limit my abilities and knowledge but to gain more experiences and exposure and hopefully to be a good contributor to the team which I am proudly have been so on my previous work experiences.

I have attached herewith my notarized Personal Data Sheet, Transcript of Records and Diploma and Certificates and Recognitions which includes the Certified Authenticated copy of my eligibility from the Civil Service Commission. I also would love to converse more should I be shortlisted and fitted to work in your team.

Thank you and wishing you a great day ahead.

Respectfully yours,

Eisyn Von Federico C. Lajara
Applicant