

September 4, 2021

The Human Resource Personnel
Office of the University Disaster & Risk Reduction
Management
Visayas State University

Ma'am/ Sir:

Good day!

I am Marivic M. Tabat from Pomponan, Baybay City, Leyte. I graduated Bachelor in Elementary Education major in General Education in the year 2019.

I have seen in your hr portal that your office needs an Administrative Officer. I am willing to apply for the said position. As I read the qualifications, I think I was able to meet those requirements. I am willing to undergo training if I will be given a chance to become an asset to your team.

I am dedicated to my work, hardworking, and a team player. I am looking forward to being one of your staff. Thank you for considering my application.

Sincerely yours,

Marivic M. Tabat