

MARIO LILIO P. VALENZONA

Head

Physical Plant Office

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Valenzona,

I am writing this letter to apply for the Administrative Assistant II (Clerk IV) position in your office.

I graduated with an accounting degree from Philippine Christian University - Manila. I was an Accounting Assistant for DBSN Farms Agriventures Corp.

I firmly believe that the skill and experiences that I have gained make me an ideal candidate for the position.

Attached is my Personal Data Sheet and other requirements for your perusal. Please let me know if you need any additional requirements. I will furnish it at the earliest.

Thank you for considering my application. I look forward to hearing from you. I can be reached at 0947-667-3280 and 0906-904-6182.

Best Regards

Maria Java A. Ortega