

July 12, 2022

HR Department  
Visayas State University  
Brgy. Pangasugan, Baybay City, Leyte

Dear Sir:

In consequence to the possible vacancies that can be created by the expansion or restructured manpower, and with an honest belief that I could come up with the qualifications needed to land a post on these proceedings, let me offer my interests to join you as to administrative officer.

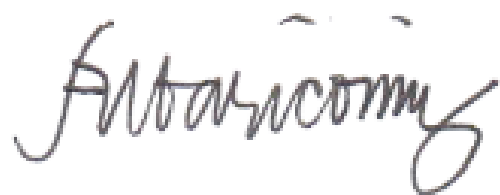
I am a degree holder of BS Commerce major in Banking and Finance graduated on March 2010 at Franciscan College of Immaculate Conception, Baybay City.

Please find attached resume for your perusal.

I am willing for a personal interview as you may deem necessary. I can be reached through my mobile number 09481269123.

In all, I am looking forward to work for you then.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Niña G. Albarico', with a stylized, cursive script.

**NIÑA G. ALBARICO**  
APPLICANT