

29 JANUARY 2024

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Visca Baybay City, Leyte 6521-A, PHILIPPINES

VISAYAS STATE UNIVERSITY

DEAR MAAM AND SIR,

GOOD DAY!

I AM WRITING THIS LETTER TO YOUR GOOD OFFICE TO EXPRESS TO YOU MY SINCERE DESIRE TO APPLY AS AN ADMINISTRATIVE AIDE 1 POSITION IN YOUR OFFICE. I AM ANJOHN A. DELAPA, 39 YEARS OLD A RESIDENT OF BARANGAY ESPERANZA, PILAR CEBU.

IF I GIVEN A CHANCE TO WORK UNDER YOUR GOOD OFFICE. I WILL ASSURE YOU THAT I WILL DO MY BEST TO PERFORM MY DUTIES AND RESPONSIBILITIES AS AN ADMINISTRATIVE AIDE 1. A AM VERY WILLING TO COME FOR AN INTERVIEW IN YOUR MOST CONVENIENT TIME.

VERY TRULY YOURS,


ANJOHN A. DELAPA
APPLICANT