

November 11<sup>th</sup>, 2023

Human Resource  
Visayas State University  
Leyte, Philippines

Dear Sir/Madam,

Good day!

I would like to express my sincerest interest to work as an Administrative Officer V in Supply & Property Management Office.

In addition to my professional qualifications, my academic background and my experiences in work having earned my Bachelor of Arts Major in English at Bago City College, Computer System Design Programming at AMACLC and Diploma in Education at Cebu Normal University have taken me into a genuine realization of the working in your respected office.

I learned and applied a broad range of work strategies and approaches on my previous and current work.

I look forward in discussing with you soon how my experiences and potentials can best meet the goals of Visayas State University.

Thanks in advance

John Laban  
Applicant