

November 23, 2023

NICK FREDDY R. BELLO

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Sir:

I am **John Phillip Augustus P. Rojas**, 25 years old, single, Filipino, a graduate of BS-Business Administration major in Marketing Management at Catanduanes State University. I had passed the **Career Service Professional Eligibility** examination last August 12, 2018 obtaining a **general rating of 81.25%**. I would like to apply for the position of **Administrative Assistant III** with SG 9, a vacant position at the **Accounting Office** of **Visayas State University**.

I have successfully performed my tasks with high degree of professionalism. My previous employer felt satisfied with my effort in my previous work. My current objective is to obtain a position that will expand my skills and experiences properly. I believe in excellence and always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any organizational goals. I am certain that my skill-set will give profit to your organization.

It is my deepest gratitude to be part of the Visayas State University. My pertinent papers and documents are attached for your further inquiry. You may also contact me thru my cellphone number **09487667188**.

I am more than willing and available anytime for an interview at your most convenient time. Thank you and God bless!

Respectfully Yours,



JOHN PHILLIP AUGUSTUS P. ROJAS

Applicant