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DR. MOISES NEIL V. SERIÑO
NAPB Chairman

Dear Sir Seriño,

Re: Administrative Assistant (AA) I position

I am writing to apply for the position of Administrative Assistant I at Procurement Office, VSU, which I found in the VSU HRIS website.

Currently, I am employed in the Accounting Office with a casual appointment.

I can easily adopt in the new background and job given to me. I also have a good work ethics and see to it that the job given to me will be delivered efficiently and effectively.

My resume is attached to support my application. It includes the skills I believe you are looking for, such as:

- Recently, I attended the Public Financial Management System which adds to my knowledge.
- I have relevant experience on actual government auditing under Procurement Services and financial documents processing and control which is one of the important skills.

I would like to know more about this job opportunity and talk about how my experience can benefit the office,

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,


RICKY DANN M. FERNANDEZ