

Application Letter
November 18, 2022

Jessa S. Bena
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Marwen A. Castañeda
Head
Office of the University Registrar
Visayas State University
Visca, Baybay City, Leyte

With Regards,

Herewith I send an application letter and personal data sheet in response to the job listing in your website. I wish to apply for the position of Administrative Assistant II (Data Entry Machine Operator I)

I believe I have the necessary skills and abilities required for the job. I am organized, keen to details, resourceful and fast learner especially when I put my attention and passion to the job. I have knowledge in using Microsoft Office Tools and Google Forms. I also have experienced encoding, sorting, and preparing different documents during my internship. I am a Civil Service SubProfessional Eligible; I passed the examination last August 7, 2022.

I don't have the enough experience related to the job, but I can say that I can still somehow use what I've learned in my unrelated work experiences and with what I have learned facing the daily life

I really hope there is a chance interview where I can explain how I am a potential asset in the institution, including the role I may be able to play in the coming years as administrative assistant.

Sincerely,



Jessa S. Bena