

June 15, 2022

Dr. CHRISTY M. DESADES

Head, Office of the Head of the University Review Services
Visayas State University
Visca, Baybay City, Leyte


Dear Dr. Desades:

I would like to apply in your good office as an Administrative III. I am Noessa C. David, a graduate of Bachelor of Science in Agribusiness in Visayas State University Baybay City, Leyte. Based on the posted description, I am confident that I am fully qualified for the position and will be a strong addition to your team.

I had 2 years' experience in handling customers from almost all over the world and was able to handle them positively. I am trained to work under minimal supervision and willing to undergo trainings/seminars if you would require it.

If you need further information about me, please find attached documents for your perusal. Thank you and I appreciate your time for viewing my application.

Respectfully yours,


NOESSA C. DAVID
Applicant