

APPLICATION LETTER

Visayas State University
Visca, Baybay, Philippines
August 27, 2024

Dear Madam/Sir,

Greetings!

I am writing to send my enthusiastic application for Administrative Aide IV position. I am confident that my knowledge and teamwork skills would help me qualify the said position.

I am Miki Pael Estafia, a graduate of Bachelor of Elementary Education and a Licensed Professional Teacher. I have an in-depth understanding of the way young adults behave the factor that affect their cognitive and psychological development.

If you would like to discuss my qualifications further, please do not hesitate to contact me at +639207510749. I can also be email at estafia.miki26@gmail.com.

Thank you for your time and considerations.

Sincerely yours,
Miki P. Estafia