

Malinao, Mahaplag,
Leyte 6512

Office of the President
Visayas State University
Visca, Baybay City, Leyte
Philippines 6521

Dear Sir/Ma'am,

I am very interested to apply as Administrative Aide III (Clerk I) at Visayas State University. I believe this position would provide a great opportunity to further my chosen career. My willingness to work hard and independently will make me a good candidate for the job.

My coursework has introduced me to be proficient in Microsoft Office and enhanced my computer literacy. I believe I could be a great asset to the company based on the knowledge and skills I have acquired working as a Customer Service Representative for four months last 2018 and during my college years. I am willing to be trained in order to improve my skills and further benefit your company.

I believe my resume attached will show you that I have the qualified skills and knowledge for the position applied and will allow you to give me an opportunity to discuss a vacant position in your company. Please don't hesitate to contact me on skype: live:marjorieflorano115 or email me at marjorieflorano115@gmail.com for questions or to arrange for an interview. I look forward to hearing from you at your convenience.

Sincerely,

Marjorie F. Samberi

Applicant