

May 6, 2024

DR. PROSE IVY G. YEPES
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes:

Good day!

I am writing to express my interest in the Admin Assistant II position listed on the VSU Jobs page.

I am a graduate of BS Statistics from Visayas State University. I also have units in the Master of Agricultural Development program and am currently pursuing a Diploma in Teaching Secondary Education. I have already passed both the VSU Clerical Examination and the Career Service Examination – Professional Level.

I have work experience in various fields and currently employed as a Laboratory Aide at the Department of Statistics. My professional background has equipped me with adaptability and a strong ability to thrive in dynamic environments. I am enthusiastic about taking on new challenges and continuously expanding my skill set. Additionally, I am computer-savvy, which has allowed me to excel in using various computer software and statistical tools.

Enclosed are my pertinent documents, which provide additional details about my qualifications and professional experiences. Please feel free to contact me via email at monnabengalan@gmail.com or by phone at 09310388610.

Thank you and stay safe always.

Sincerely yours,


MONNA E. BENGALAN
Applicant