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DR. DANIEL LESLIE S. TAN
Vice President for Administration and Finance
NAPB Chairman

Dear Sir Tan,

Re: Administrative Officer (AO) III position

I am writing to apply for the position of AO III at Procurement Office, VSU, which I found in the VSU HRIS website.

I believe I am qualified for the role because I am previously employed in the procurement office. I can easily adopt in the new background and job given to me. I also have a good work ethics and see to it that the job given to me will be delivered efficiently and effectively. Recently, I attended the Employee Skill Enhancement: A Supervisory Development Seminar, which adds to my knowledge in leading people.

My resume is attached to support my application. It includes the skills I believe you are looking for, such as:

- I have six years of experience in the Procurement Office and attended training on RA 9184, in which I have met the minimum requirement listed.
- I have relevant experience on actual government procurement process which is one of the important skills.

I would like to know more about this job opportunity and talk about how my experience can benefit the office,

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,


ERLY S. ESGUERRA