

22 March 2024

DR. PROSE IVY G. YEPES  
President  
Visayas State University

Thru: Ms. HONEY COLIS  
Head, PRPEO  
Visayas State University

Sir:

In view of my desire to enhance my potential capabilities, I would like to apply as Administrative Assistant II in your good office commensurate my qualification.

My intensive training at the Franciscan College of the Immaculate Conception with a degree of Bachelor of Science in Commerce, major in Accounting and Associate in Computer Science enables me to gain knowledge and concepts about accounting principles and the like.

Enclosed are my pertinent papers for your immediate reference and evaluation of my qualification for the job.

Should you find abilities favorable, I am willing to be interviewed at your date preference and the time convenience.

Thank you and more power!

Very truly yours,

  
CELSO F. SACRO  
Applicant