

December 11, 2025

DR. JOEL REY U. ACOB

Director

Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

In response to your job posting for Administrative Aide III, I am writing to express my interest in the said position.

Having worked in various administrative roles for the past five years in the Office of the University Registrar and sixteen years in the Cooperative, I have developed a strong ability to handle large volumes of data and keen eye for detail efficiently and accurately. I am confident that I would be a valuable asset to your team.

I am positive this letter would result in an interview with your office anytime for your convenience. Please call me at 09614642425. I look forward to hearing from you and considering my application.

Respectfully,



Jenny Mates Cosi