

**ROVEL I. VELOSO**

475-A 30 de Diciembre Street  
Baybay City, Leyte  
+639756972059  
levor91.rv@gmail.com

**ERLINDA S. ESGUERRA**

Head  
Accounting Office  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Ms. Esguerra,

Hello and good day!

I am writing to express my strong interest in applying for the Administrative Aide III position in the Visayas State University. I completed my Bachelor's degree in English Language in June of 2017. Since then, I have accrued two years of customer service experience from BPO companies and a year as a senior high school teacher in Franciscan College of the Immaculate Conception. During that time, I have gradually built a strong foundation of knowledge regarding the various tasks and duties required for such a position.

I am willing to learn, explore new things as well as to be trained and undergo different training that is required for this position.

I would be thrilled to have an opportunity to personally interview with you. Please feel free to contact me at your earliest convenience. Thank you for your kind consideration.

Sincerely yours,

Rovel I. Veloso