

February 9, 2025

Finance Management Office
Visayas State University
Baybay City, Leyte

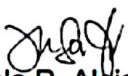
Dear Sir/Madam,

I have seen your job opportunity for Administrative Aide III (Cleckk 1) position posted on Facebook and for that, I am writing this letter to show you my intention on applying for the said position. I saw a great chance to grow in my field and work for a company that has been known to be an excellent organization.

I am a graduate of Bachelor of Science in Agribusiness with 7+ years of work experience. Currently, I am an Accounts Receivable Officer at Brodeth Marketing. During my work here, I have learned different things that helped me develop and improved my knowledge, skills and character. I am keen to use my knowledge and characteristics to help your company with a high level of professionalism, commitment and fullest extent possible.

For all above reasons, I am hoping that you will find me to be a compelling candidate. I am available anytime for an interview and I am looking forward to being part of your agency.

Sincerely,


Romela R. Alejandria