

June 5, 2024

Dr. Elwin Jay V. Yu

Vice President for Administration and Finance
Visayas State University
ViSCA, Baybay City, Leyte

Dear **Dr. Yu**,

I would like to apply as an Administrative Assistant II (Clerk IV) under Physical Plant Office or any position in any department/institution that fits my qualification.

I graduated from Visayas State University with a degree of Bachelor of Science in Agribusiness last 2014. After I graduated, I worked as a Trust Staff/ Account Officer at Ramon Aboitiz Foundation, Inc. here in Baybay City from June 2014 to September 2014. I then continued my career as a Billing Representative/ Technical Support in Convergys, IT Park, Lahug, Cebu City from November 2014 to June 2018. I also worked with Metro Retails Group, Inc. – Baybay as a Supermarket Team Leader from May 2019 to January 2022, and as a Customer Service Specialist in Channel Precision, Inc. from February 2022 until January 2023. Currently, I am connected with OVPREI-Extension Office as a Science Research Assistant (Job Order).

If I will be given this opportunity to work with you, I can assure you of my dedication, dependability, and commitment.

Enclosed is my resume for your perusal. I am willing to come for an interview at your most convenient time. You can reach me through my mobile number, 09129507028, or you can send me an email message to my email address, juliusnayre121@gmail.com.

Thank you.

Sincerely,

CRIS JULIUS B. NAYRE

Applicant