

Brgy. Tabgas
Albuera Leyte

December 25, 2023

Honey Sofia V. Colis
Director, HRMO
Visayas State University, Baybay Campus
Baybay City, Leyte

Dear Ma'am:

I am expressing in this covering letter my interest in applying in your reputed university. The knowledge that I have acquired motivates me to work with you.

My name is Rohan Clark C. Robles ,26 years old and a graduate of Bachelor of Science in Accountancy at Western Leyte College of Ormoc City Inc. I am confident in my ability to contribute to your institution's goal and vision. With this, I can work with minimal supervision and bring my whole knowledge for the goodness and betterment for your institution.

Attached hereto, is my resume for additional details regarding my qualifications.

Thank you, Ma'am, for taking time to consider this application and do look forward in hearing from you. You may contact me through my mobile phone number 09062453967.

Sincerely yours,

ROHAN CLARK C. ROBLES
Applicant