

November 19, 2025

**DR. PROSE IVY G. YEPES**

University President  
Visayas State University  
Visca, Baybay City, Leyte

**THRU:**

**MS. HONEY SOFIA V. COLIS**

Director  
Human Resource  
Visayas State University  
Visca, Baybay City, Leyte

To whom it may concern,

Good day!

I have read that your establishment is in need of an Office Clerk. Please consider me as one of your applicants for the position.

My name is Cheryl-Lan T. Labod graduate with a course of Bachelor of Science in Hotel, Restaurant and Tourism Management major in Hospitality and Restaurant Management from the Visayas State University. I am 29 years old and from Brgy. Pangasugan Baybay City, Leyte.

I am choosing your establishment for I believe that the experience I will obtain will surely enhance my skills and acquire additional and valuable knowledge to complement those that I have learned from school and work. I am a computer savvy, IT literate, hard worker, eagerness to learn, a very patient person capable of dealing with demanding customers. When it comes to behavior and my attitude towards work, you will not have any problem for I am well disciplined. I can guarantee you that I will be able to deliver what is being asked of me and I will give my hundred percent to your establishment.

Aside from the degree I earned, I experienced working in an office job at Visayas State University for 2 years. I am also trained to be strictly observant of standards and protocols as per my experience in my previous job as a dDRC which I can provide you an assurance of the efficiency and effectiveness of my work. I also participated in seminars and workshops to improve my skills and to be a competent individual for the purpose in meeting the demands of being one of your staff.

Attach to this is my PDS. Hope you have time to read it and please feel free to inform me of any condition you might want to ask. I am available on Monday to Friday or you may contact me at my mobile number 09071825794 (TNT) or email me at [chelantumulak12@gmail.com](mailto:chelantumulak12@gmail.com).

Thank you for your time and consideration. God Bless!

Sincerely yours,

  
CHERYL-LAN T. LABOD  
Applicant