



July 14, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City, Leyte

Dear Maam/Sir,

Having heard the prestige and progress of your University, I am writing to apply in your institution as one of your employees.

If given the chance to be employed, I humbly introduce myself through my resume and curriculum vitae. I can work with less or no supervision and willing to undergo overtime if instructed.

I believe my education and skills fit to your requirements, and I am confident my skills would be an asset to your company.

I can be contacted anytime for an interview at your convenience.

Thank you for your time and considerations. I look forward to speaking with you about this employment opportunity.

Sincerely,

DAISY E. PANTORILLA

Applicant