

June 16, 2023

HONEY SOFIA V. COLIS  
Director HRMO  
VSU Baybay City, Leyte

Madam:

I am writing to notify my intention to apply for Admin Officer II (Accounting Analyst) in VSU Main Baybay City, Leyte. The opportunity presented in the listing is very interesting, and I believe that my previous job experience and education will make me every competitive candidate for this position. The key strength that I possess for success in the position include.

- I strive for continued excellence
- I provide exceptional contribution to any firm I am working for.
- I am hardworking and dedicated type of person

With BS Degree in Entrepreneurship, I also have experience in learning excelling at new technologies as needed.

Please see my Curriculum Vitae for additional information on my experience.

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

Sincerely yours,



Charlie A. Yare  
Applicant