

March 27, 2025

Honey Sofia V. Colis
Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Thru: Jessamine C. Ecleo
Head, Procurement Office

Dear Ma'am :

I am expressing my interest in applying for the Administrative Assistant I. I hope that you will consider me, and I believe I am a hardworking and easy-to-be-taught person. If given a chance to be a part of your team, it would be a pleasure to work with you and be an asset.

Thank you very much for considering my application. I look forward to hearing from you.

Very truly yours,

Jannet Leslie Evelyn S. Codog