

RIO ROSA B. SABANDO`

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HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

I hope this letter finds you in good health and high spirits. I am writing this letter to express my keen interest to apply for Administrative Aide III (Clerk I) at the College of Veterinary Medicine. I am passionate about contributing my skills and knowledge, and eager to grow professionally and personally.

I graduated Bachelor of Science in Economics, major in Business Economics at Visayas State University as cum laude and Department of Economics Best in Undergraduate Thesis Awardee 2023. Throughout my academic journey, I have demonstrated a strong commitment to learning and have gained a strong foundation. My theoretical knowledge, practical experience, and positive work attitude have prepared me for any challenges and responsibilities as a young professional. Furthermore, I actively engaged in extracurricular activities and assumed leadership positions within student organizations that further strengthened and equipped me as a team player with valuable skills for a professional environment.

I would be grateful for the opportunity to discuss my application in person and elaborate on how my skills and background align with the role's requirements. I look forward to the possibility of joining your esteemed institution. I am available at your convenience for an interview or any further steps in the hiring process.

Thank you for considering my application.

Sincerely,

Rio Rosa B. Sabando