

March 17, 2023

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Ite

Dear Maam Colis,

Greetings!

I am writing to signify my intention to apply for Administrative Assistant V position in the VSU. I earned a degree in Agribusiness from the University of Eastern Philippines, Catarman N. Samar and I obtained the license as Agriculturist (**license number: 0038648**) this year.

Moreover, I am taking the liberty of attaching my resume to this letter to give you an idea of my other skills and work experiences.

Looking forward for your favorable response.

Thank you.

Yours respectfully,

Jayson Medenilla Gavino

Alicia St., Quirino District Poblacion,
Las Navas Northern Samar
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