

JANE CHINEE GILLO CAGNAN

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February 19, 2022

HONEY SOFIA V. COLIS

OIC- Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am Colis,

I have read this job opportunity on jobs.vsu.edu.ph page, and I would like to thank you for the opportunity to apply in VSU- Main as Administrative Officer I with the Plantilla Item No. ADOF1-30-2004 (SG 10).

I am a graduate of Bachelor of Science in Agriculture of Visayas State University-Main Campus Baybay City, Leyte, major in Plant Protection specialized in Plant Pathology and earned Honors as Cum Laude Graduate. I have none work experience yet about this job opportunity but I believe that this is a big platform to start my career and I also want to improve my knowledge and skills and gain experience from your agency.

I love to meeting with people and have an authentic interest in writing research. I am certain that I will do my best and would make valuable addition to your organization and to perform tasks confidently and above expectations.

I look forward to elaborating on how my specific skills and abilities will benefit your organization. I can be reached any time via email at janecagnan@gmail.com or by mobile phone, +63 963-194-9489.

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

Sincerely,



JANE CHINEE G. CAGNAN