

August 22, 2023

**HONEY SOFIA V. COLIS**

Director, ODHRM

Visca, Baybay City, Leyte

Dear Ma'am Honey Sofia,

Good Day!

I am writing this letter to express my sincere desire to apply as Administrative Aide III at the Department of Veterinary Medicine. I am Reina Silao Arabiana, 39 years old, married, and a mother of three children. Being a mother and the breadwinner, it is not easy for me to support my needs, especially in financing our daily subsistence, which is why I need to look for a job or assistance in order to sustain my family and study.

Serving VSU in 11 years molded me the confidence, knowledge, skills, abilities and more factors that may lead to an excellence performance as admin staff. I am very much willing to help the institution to commit the goal and to achieve effectiveness and the efficiency of the institution in the most leading and excellent performance. And to maintain a world class organization.

Along with this letter, I have attached a copy of my resume for your consideration. I hope that you will consider me as a possible candidate for this job. I am very willing to come for an interview in your most convenience time.

Yours Sincerely,

REINA SILAO ARABIANA