

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear Ma'am:

This is to forward my application for a vacant position in your office that would suit me preferably as an Administrative Officer I (Supply Officer I). I am pleased to impart my knowledge that I have gained in order to enhance and create innovative application development strategies to the company I am working with.

I am a graduate of Bachelor of Science in Information Technology Major in Programming at Southern Leyte State University-College of Business and Management, San Juan Campus. I passed the Civil Service Eligibility- Professional Level last June 2022.

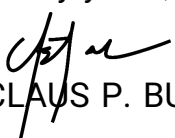
My working experiences as a Customer Service Representative at The Results Companies in Cebu City, more than two years in clerical related works in the Local Government Unit of Hinunangan, and recently as a Branch Costumer Relation Associate and as a Cashier and Vault Keeper in Cebuana Lhuillier, having passed the Gold Appraisal Workshop (GAW), hone my ability in handling technological aptitude and dealing with clients with utmost sincerity, honesty and integrity.

Attached are the supporting documents for your reference. I would welcome the opportunity to discuss my sustainability for the position and comply other requirements at your own convenient time.

I will be glad if I will be given a chance to embark my knowledge, skills, and capabilities that can be very useful in carrying the duties and responsibilities for any position in your company. In this own little way, I hope to contribute competence and excellence in the working arena and exercise sense of professionalism and camaraderie among workmates in the workplace.

Thank you for your favorable response on this matter. I am looking forward to work with the people in your respective company. Rest assured of my highest competence and dedication to this noble task.

Sincerely yours,


CYCLAUS P. BUTAC