

February 7, 2023

HONEY SOFIA V. COLIS

OIC Director
Office of the Director for Human Resource
Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Colis,

I heard about the hiring position in your good office for Administrative Officer II, and I am interested in applying for it. I was notified by my husband, who works as an Instructor at the Department of Mechanical Engineering, about the job opening.

I am Cel-Ann Joy Veruen-Impas, 29 years old, from Brgy. Salvacion, Basey, Samar, and currently reside at Brgy. Guadalupe, Baybay City, Leyte. I took my bachelor's degree at Eastern Visayas State University - Main Campus with the course Bachelor of Science in Entrepreneurship and graduated in 2016. In 2019, I was able to pass the clerical examination conducted by the Visayas State University. I was also able to pass the Civil Service Professional Examination on August 7, 2022, held in Tacloban City. My previous job was the following: Account Executive at Cebu Adconsultants Inc. (2016-2017), Training Head at Philippine Oppo Mobile Technology Inc. (2017-2018), and Center Supervisor at International Cultural Studies and Education Corporation (2018-2019). I believe my work experience and skills will contribute to your good office by fulfilling the necessary job responsibilities given by the job position in which I'm interested.

I can be reached and contacted anytime via call +639083929170 or via email at celannjoy25veruen@gmail.com.

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

Sincerely Yours,



CEL-ANN JOY VERUEN-IMPAS
Applicant