

June 24, 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 I. 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.

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