

November 3, 2021

Visayas State University

Hiring Manager

Isabel, Leyte

Dear Hiring Manager,

Greetings!

After knowing your job hiring, I am very interested in the position, and I would love the opportunity to join the team. With my little experience and training, I am confident that I would be able to fulfill the position requirements. Also, with my career goals of being in the business industry this would be more than just a job to me, and I would love the opportunity to grow with such an innovative and relevant company. Through my previous work I have strengthened my skills on how to cope up in every position that my company assigned to me. I am confident that I would be beneficial addition to the team. I have included my resume with this package. I maybe reached by e- mail: rovi.lestino@gmail.com, or by phone: +639513530606. I look forward to hearing you soon.

Sincerely,

Rovi Silibran