

June 7, 2024

Honey Sofia V. Colis

Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

I would like to express my interest in applying for an administrative position that was recently made available in your institution.

I'm Lito Antonio B. Bandalan, a graduate of Bachelor of Science in Agribusiness (BSAB) from Visayas State University (VSU) who would like to apply for the said position. I am currently working in VSU at the Human Resource Management Office (HRMO) as a Clerk (Job Order) for 4.5 years. I believe that my knowledge and experience gained will help me work effectively and efficiently.

Attached herewith is my PDS and photocopy of Transcript of Records for your reference.
If given a chance, I am more willing to come for an interview at your most convenient time. I can be reached anytime via email at anton.bandalan@vsu.edu.ph or mobile number, 09617501866.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely yours,



LITO ANTONIO B. BANDALAN