

March 20, 2025

Ms. HONEY SOFIA V. COLIS

Director, Human Resources Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ms Colis,

I am Grecilda F. Pabroquez, 25 years old, from Brgy. Patag Baybay City, Leyte, I'm writing to express my strong interest for any available position. I graduated with a degree of Bachelor of Science in Agribusiness (BSAB) on August 12, 2022 at Visayas State University. I have been employed at the Legal Affairs and Services of Visayas State University for over two years.

With great willingness am applying for any position. I believe my educational background, set skill and career objective makes me a suitable for the role. I also have good command over language. I am a highly organized individual passionate about developing expertise in the area.

I am a hard worker who keeps very calm under pressure. I feel that I am able to provide the support that people need and guide them to turning their lives around. I am very confident and enthusiastic about my work.

I am happy to answer any questions that may have and can attend the interview on short notice.

Your sincerely,

GRECILDA F. PABROQUEZ