

October 22, 2025

MOISES NEIL V. SERIÑO

Vice President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Honey Sofia V. Colis

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

Dear Sir:

I have heard that your office recently needs an Administrative Aide I.
Please consider me an applicant.

I am an ASSOCIATE in COMPUTER TECHNOLOGY, and TECHNICAL
EDUCATIONAL AND SKILLS DEVELOPMENT AUTHORITY (DRIVING) that
can be gleaned from my employment history and other professional
experiences.

My academic training and employment experiences make me very
confident that I fit the kind of worker your office is looking for.

Please find enclosed my resume and other pertinent papers for your
perusal. Thank you very much for giving me your most favorable
consideration.

Very truly yours,

JERIC N. LUMANTA