

February 13, 2022

HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am,

I am writing this letter to state my interest for the position of Administrative Officer I which will be assign in the Cash Office.

I am a graduate of Bachelor in Elementary Education major in General Education at the Visayas State University Main Campus in 2018 and passed the Licensure Examination for Teachers in the same year. Aside from an experience in teaching, last year, I have worked in Philippine Statistics Authority as a Community Based Monitoring System Enumerator for more than 2 months. It was a fun-filled experience because I have discovered a lot things that I did not know I am capable of doing. I fully understand that my experiences are irrelevant and I am a novice in the field of administration however, I give you full assurance of my commitment and dedication to get the job done.

Attached are my qualifications for your reference. I'm looking forward to hearing from you very soon.

Sincerely Yours,



Christell Jane M. Angeles