

April 27, 2023

Honey Sofia V. Colis
Director, HRMD
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ms. Colis,

Greetings!

By means of this letter, I would like to express my interest in filling the position of Administrative aide IV (Clerk II) to be assign in Renewable Energy Research center. I have completed my degree, Bachelor of Science in Business Administration major in Financial management with an academic Excellence award.

I would describe myself as someone who is competent and hardworking. Combined with my experience, I believe that I can make a valuable contribution to your company.

I would like to further explain my motivation to work during personal meeting, you can reach me either by phone via 09922785960 or via email sabanaterregine0@gmail.com.

Thank you ~~for~~ your consideration. I look forward to hearing from you. God bless and more power.

Sincerely,


Regine Sabanaterregine