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Honey Sopla V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte
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Greetings!

I am writing this letter in response to the advertisement on your website regarding a job vacancy for the position of Registrar II. I have read the requirements for the position and hope that my credentials and qualifications will help me earn this opportunity.

I am a graduate from this very school, Visayas State University, with the degree of Bachelor of Science in Agribusiness. In addition to this, I worked as a bank teller at China Banking Corporation for the last two years. I feel that the vacancy in your institution is one that suits my aptitude and experience well. I am passionate about working as a way of giving service. I believe that the enclosed documents will also show that I meet the requirements for the job.

Should I be required to submit to future interviews, I am very willing to do so. Thank you! I am hoping to personally meet with you soon.

Sincerely,

Exel H. Omalay
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