

March 8, 2022

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

Ma'am:

Motivated by my earnest desire to find a permanent job and be specifically employed at Visayas State University. I would like to express my interest in applying for the position as a Science Research Assistant.

I am Glory Jane E. Inocente, 28 years old, eligible, married, a resident of Inopacan, Leyte, computer literate and known for excellent client-facing and administrative skills. I graduated the degree of Bachelor of Science in Agribusiness at the Visayas State University, Baybay City, Philippines last May 9, 2014.

With a well-built knowledge and my proven accomplishment in my previous position as an Election Assistant-JO for almost 6 years at the Office of the Election Officer, Saint Bernard, Southern Leyte. I believe that my years of experience and background made me an effective employee and would be a guarantee to be more excellent and efficient if given a position.

I am looking forward that my humble application will be considered. Thank you.

Respectfully yours,


GLORY JANE E. INOCENTE
Applicant