

HONEY SOFIA V. COLIS

Director, ODHRM
Visayas State University
Visca, Baybay City, Leyte

August 5, 2022

Dear Ms. Colis:

Having heard the prestige and progress of your University, I am writing to apply as Administrative Aide IV position in the Philippine Root Crops & Research Training Center. I am confident that my skills and experience in my studies could make a great contribution in your company.

If given the chance to be employed, I humbly introduce myself through my resume. I can work with less or no supervision and willing to undergo extra work if instructed.

I look forward to speaking with you about this employment opportunity where I can be contacted anytime for an interview at your convenience. Thank you for your time and consideration.

Respectfully yours,

DAISY E. PANTORILLA

Applicant
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