

Unit 3A,3/F, Heritage Units
E. Rosal St, Brgy. Guizo
Mandaue City, Cebu
6014 Philippines

November 22, 2022

HONEY SOFIA V. COLIS

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

Dear Ma'am Colis:

Good day!

I am respectfully writing to express my interest to apply for the position of Attorney IV (ATY4-8-2010).

Having passed the 2017 Bar examination and currently employed as Court Decongestion Officer at Regional Trial Court-Branch 88, I wish to bring my knowledge, skills and commitment in your office. This position would be a perfect opportunity for me to gain new experience and to impart my knowledge and skills.

I would describe my self as having a strong work ethic, assertive and creative. I enjoy working independently but also work well with others. In addition, I am proficient in Filipino and English, in speech and in writing. I approach most wide-ranging work assignment with a willing mindset, a healthy dose of creativity and an academic outlook.

For your convenience, I have attached together with this letter my Personal Data Sheet for your review. Realizing the limitations of the written page, I would welcome the opportunity to participate in a personal interview to answer any of your questions and better present my qualifications.

Thank you for your time and consideration.

Respectfully yours,


ATTY. KAREN ABEGAIL S. MONTERON