

Ms. HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Baybay City, Leyte

July 2, 2025

Dear *Ms. Honey*:

I am writing this letter to express my interest to work in your outstanding organization.

I've finished my Degree at the Franciscan College of Immaculate Conception as Bachelor of Science in Information Technology (BSIT). I wish to bring my knowledge, skills, and commitment to excellence to your organization's innovative environment.

I was a former Encoder at Puregold Baybay. My job is to register delivery invoices and input data items transfer in and out from the store accurately and quickly into the system. Another part of my job is to evaluate and check the completeness and conditions of the deliveries, this includes the checking of damages and expiration of the goods delivered to ensure that we provide good and quality products to our customers.

Currently I am employed at Visayas State University as Job Order Worker at Administrative Services Office.

I passed my Civil Service Exam - Sub-professional last August 11, 2024.

I think it is time for me to explore and take another path for me to learn more and experience new things that will give me a chance to become a skillful employee and a better individual. The value that I've learned from my previous experiences and work will help me provide you a better service.

Thank you for taking the time to consider this application, I am looking forward to speaking with you about this opportunity.

Sincerely,

Wilma B. Gallego