

February 20, 2025

**HONEYSOFIA V. COLIS**

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Dear Madam,

Greetings in Peace!

This letter is to inform you of my interest to apply for the job vacancy which you currently have in your good office. As I saw your post online.

I am a product of University of Eastern Philippines- Main Campus with a degree of Bachelor of Arts in Political Science and finished third Year at UEP-College of Law. I served as Office Staff at the Office of the Vice Mayor in the Municipality of Catarman, passed the Licensure Examination for Teachers (LET) in October 2, 2022 and I also served as Senior Administrative Assistant to the Integrated Bar of the Philippines (IBP), Northern Samar Chapter. I would like to take such opportunity to be your **LEGAL ASSISTANT II (LEA2-9-2023) in Legal Affairs and Services** or to any vacant position which I believe I am qualified to be part of your family to further develop and hone the skills that I have acquired in my studies and in my previous jobs.

As an inspired and confident person, I am very much excited to apply the knowledge and skills that I have gained in Law School, my trainings and in my previous job to be part of your working force. I believe that my experience in serving our community, good communication and interpersonal skills will contribute a lot to your office.

I am hoping with greater anticipation to discuss with you in many ways in which I can make a significant contribution to your office. You can call or text me at +639274439524 or email me at joseph.delorino@gmail.com.

Thank you in advance for your time and consideration.

Respectfully yours,

  
**JOSEPH OANE DELORINO, LPT.**  
Applicant