

February 5, 2024

Jennifer E. Ando

Head, Human Resource Management (HRM)

VSU, Visca, Baybay City, Leyte

Dear Ma'am Jennifer E. Ando,

Good Day!

I am writing this letter to express my sincere desire to apply in your good office. I am Reina Silao Arabiana, 39 years old, married, and a mother of three children.

Being a mother and the breadwinner, it is not easy for me to support my needs, especially in financing our daily subsistence, which is why I need to look for a job or assistance in order to sustain my family and study.

I am very interested in any position that suit my Qualifications. Along with this letter, I have attached a copy of my updated resume and personal data sheet (PDS) for your consideration. I hope that you will consider me as a possible candidate for the possible job. I am very willing to come for an interview in your most convenience time.

Yours Sincerely,

REINA SILAO ARABIANA

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