

February 07, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear Ma'am,

Good morning!

With burning passion to share my knowledge and skills, I am writing to express my intentions of applying for Planning Officer I at VSU Main Campus.

I am a graduate of the Bachelor of Science in Agribusiness in the Visayas State University. I can offer to work computer-related tasks such as encoding and operating MS Office software and can help organizing documents, I can work in accounting operations, and in any tasks that may arise, hoping that the requirements, commensurate with my qualifications. I am as well willing to learn new skills. I might have no to less experience in any jobs but I assure you that I will do my best to learn and do my responsibilities.

Please consider this application letter as an expression of my sincere interest in pursuing Planning Officer I in your office.

I am confident that as an employee in your office, I can create a productive environment. I welcome the opportunity to discuss with you in person my ideas and qualifications.

Should you have queries, you can contact me at **09074209192** or email at riclorenmoncada@gmail.com.

I look forward to hearing your positive response.

Thank you.

Sincerely yours,



RICA LOREN D. MONCADA