

May 10, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visca, Baybay City, Leyte

Dear Ms. Colis,

Greetings!

By means of this letter, I would like to express my interest in filling in the administrative aide VI position (Clerk III).

I have completed Bachelor of Science in Business Administration major in Financial Management at Western Leyte College of Ormoc, Inc. with an Academic Excellence Award with the help of Local Government Unit of Ormoc Scholarship. My long standing-interest in the subject and my diverse background make me the best contender for this career.

I am currently employed as Admin Aide I at LGU Ormoc and I am looking for career growth and I am willing to apply my experience and skills for the goodness and for the benefits of the University. The field might be the perfect setting for me to refine my skills and strive to be the best.

Request for any further details or references will be honored. I look forward for further discussion and thank you very much for your time.

Sincerely,



Regine Pleños