

December 14, 2023

**HONEY SOFIA V. COLIS**

Director  
Human Resource Management Office  
Visayas State University  
Visca, Baybay City, Leyte

**Thru: RAYMUND M. IGCASAMA**  
Head, Admission Office

**Madame:**

Good day!

I am **Jannet Leslie Evelyn S. Codog**, a Bachelor of Development Education major in Agricultural Extension graduate from Visayas State University.

I would like to tender my application for any position available in your office. I hope that you will consider me, and I believe I am a hardworking and an easy to be taught person. So if given a chance to be a part of your team, it would be a pleasure to work with you and be an asset

Attached is my resume for your perusal. Should you need more firsthand information you can contact me through my mobile phone no. 09300793064.

Thank you very much and God Bless!

Very truly yours,

**Jannet Leslie Evelyn S. Codog**