

February 1, 2024

HONEY SOFIA V. SOLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ma'am/Sir,

Greetings!

With full encouragement and dedication, I am applying for the position of **Administrative Officer II** with SG – 11/27,000.00 to be assigned in **Quality Assurance Office**.

I am Zairen L. Suyom, 26 years old; with a degree in Bachelor of Science in Office Administration. In addition, I also finished my Caregiving NCII last February 2022, passed the October 2022 Civil Service - Fire Officer Examination, recently passed the August 2023 Career Service - Professional Examination both from Civil Service Commission and previously worked as a Nurse Attendant at Leyte Provincial Hospital that serves as an addition to continuously develop my capabilities.

With this interest, I want to have hands-on experiences working with you. An opportunity for me to learn life skills in the workplace, and to share my abilities and time as a public servant.

My warmest appreciation, I'm looking forward and hoping for your great anticipation to consider my intension. Attached herewith is my Personal Data Sheet and other related documents for your review. I can be also contacted within this mobile number **+639535293166** and email address **zairensuyom5@gmail.com**.

Thank you and I look forward to hear from you soon.

Respectfully yours,

ZAIREN L. SUYOM

Applicant