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Ms. Honey Sofia V. Colis
Director, HRMO
Visayas State University

Dear Ms. Honey Sofia,

I have learned from a reliable source that your department needs an Administrative Aide III (Clerk I). Please consider me an applicant for this work.

I recently graduated with a Bachelor of Arts in English Language Studies at the Visayas State University (VSU), Visca, Baybay City, Leyte. The knowledge and skills I gained from my studies, my commitment to work and willingness to learn new things, as well as my strong desire to work in your organization made me believe I can handle the work. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time.

Respectfully yours,


MELLFE M. CABILLO
Applicant