

October 30, 2024

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Dear Ma'am:

Good day!

I am writing this letter to express my interest in applying for the Labor and Employment Officer II-ALI (Assistant Labor Inspector) in your good office.

I earned a degree in Bachelor of Science and Financial Management at Rizal Technological University, Maybunga, Pasig City last April 16, 2011. I took also Supplementary Education at Southern Leyte State University-College of Teacher Education last April-October 2016. I passed the Licensure examination for teachers Last March 2017. I am currently a Senior High School Teacher at Balocawehay National High School, Balocawehay, Abuyog, Leyte. Before landing in teaching position, I worked as an Senior Bookkeeper and accounting related job in previous private companies.

I believe that the experiences in my previous and current job are a plus factor to consider me in the position that I am applying for.

I am looking forward to hearing your positive response. Thank you very much for your time and consideration.

Sincerely,

Joey M. Terol
Applicant
09633763332