

December 14, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am Honey Sofia V. Colis,

Peace and blessings!

I am Sheen Chic Zenith T. Perral, and I am writing to apply for Administrative Officer I (Cashier I) Plantilla Item No. ADOF1-30-2004 at Visayas State University Main Campus. I am a graduate of Bachelor of Science in Fisheries at Visayas State University Tolosa. I am also a recipient of the BFAR Fisheries Scholarship Program in Caraga Region through the Future Industry Leaders Grant.

In addition, I was a consistent class valedictorian from elementary school to senior high school. I also earned the second spot on the list of the entire graduating class with a GPA of 1.349. Furthermore, I received the Latin Honors as Magna Cum Laude and Class Salutatorian.

I was honored as Vice President of the University Supreme Student Council, Model Student, Artist of the Year, and Campus Journalist. I am a dynamic individual with a positive attitude who is eager to take on new challenges. It would be my pleasure if you would allow me to work with you. You can count on my commitment and eagerness to do and learn more.

Attached herewith are my fully accomplished Personal Data Sheet (PDS) with a recent passport-sized picture, and scanned copy of my Certificate of Eligibility (Honor Graduate Eligibility) and Transcript of Records. You can also reach me either by phone via 09518805087 or by email perralsheenchiczenith@gmail.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,



SHEEN CHIC ZENITH T. PERRAL

Applicant