

HONEY SOFIA V. COLIS  
OIC DIRECTOR, ODHRM  
VSU Baybay City, Leyte  
April 7, 2021

Dear Miss Colis,

Good day! I am Alien Modina, a graduate from this university. I am writing to you with regards to the job posted in the VSU page. I am hoping that I can get the position because I am beyond the resting time after I finished schooling and this crisis helps to the delays of my applications online and onsite. I have also tried giving up because it's been a year of no income. I almost got lost. Thankfully, my Grandmother encourages me despite of the crisis we are facing. I am residing just near the campus and I think it would be an advantage for me and for you will no longer look for applicant outside. I haven't had my Transcript of Records yet because my department is still processing the necessary document needed.

I have included my resume for your reference. You can contact me through this number +63 9121580496 or E-mail me at [alienmodina88@gmail.com](mailto:alienmodina88@gmail.com) for your feedback. Thank you.

Yours Truly,

  
ALIEN D. MODINA  
Applicant