

April 17, 2023

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Baybay City, Leyte

Ma'am,

Good day!

I am writing this letter to explore the possibility of employment in the Visayas State University. I have seen your publication of vacant positions on your website. I am interested in applying for Administrative Officer I in the VSU Main with plantilla item no. ADOF1-31-2004.

I am Joven M. Cajandab, 29 years old and a graduate of Bachelor of Technician Teacher Education major in Technology and Livelihood Education. Though I'm in the field of teaching, I have an interest and vision to explore a career in the public service particularly in administrative and field works. I believe that my training and qualifications in teaching and education are equally relevant to be in this field. If given a chance, I am also open to pursue further training and education in this field for professional development.

Attached herein are pertinent papers for your perusal. I'm also willing to have a personal interview at your convenient time. I can be reached through my email address, jovencajandab22@gmail.com You can also contact me at 0965 965 0857.

Thank you and more power!

Sincerely,

(SGD) JOVEN M. CAJANDAB